



**Job Title:** **Priority Based Budgeting (PBB) Insights Analyst)**

**Department:** Finance/Budget/ PI # 7021, 7024, 7025

**Location:** 701 N. 7<sup>th</sup> Street, KCK 66101

**Salary Range:** \$4,608.94-\$6,290.27/mo.

**Position Type:** Temporary

**Closing Date:** October 19, 2022

### **Job Description**

Unified Government is looking for a solution oriented, dynamic, collaborative and passionate professional to come work as an Priority Based Budgeting (PBB) Insights Analyst. The Analysts will serve as staff liaison to the CFO and Budget Manager while providing project management and strategic leadership, working with UG staff, regional government agencies, community non-profit organizations, in support of achieving the UG's long term financial sustainability objectives.

These newly created, limited duration position (two or three years) will join a collaborative team environment and play completing the PBB process implementation. This role will be a temporary assignment from the currently held position in the Unified Government. It is a lateral and temporary transfer. Primary responsibilities include facilitating engagement, cooperation, and decision making with diverse internal and external stakeholders, acting as a UG liaison with state, federal, and local agencies or organizations, and coordinating a broad range of programs, projects, and services as authorized.

Directly supports the Chief Financial Officer and Budget Manager by drafting and finalizing reports and presentations, talking points, information papers and other written products on a wide variety of issues and topics in engaging ways using appropriate technology.

### **Limited Duration Understanding**

This position will have many learning opportunities, including a broad array of public policy areas. Here are some items to consider:

- This is a career broadening temporary assignment that provides an opportunity for a candidate to be involved in a high-profile project that will touch every department across the Unified Government.
- This is a lateral transfer, regardless of current range and step. The selected candidate will not experience a change in range or step during the lifecycle of the project.
- This is a temporary position. Onboarding will be quick.
- The employee selected for this position will NOT be placing their employment with the UG in jeopardy following the completion of the project. UG Administration and HR will work with the selected candidate to ensure continued employment and placement.
- Employment with the UG beyond the dissolution of the project team will take one the following forms:
  - The selected candidate can elect to separate from the home department with the express understanding that at the conclusion of the ARPA project the candidate wishing



to remain employed with the UG should apply for and be selected for another position at the UG. Candidates would work with the project team and UG Administration on placement into a new position.

- The selected candidate can elect to separate from the home department at the time of transfer and then separate from UG employment at the conclusion of the project
- The selected candidate can express the desire to return to the current position in the home department. This would be at the discretion of the home department. The ARPA Team and Human Resources will work with the current department to construct a transition plan to the ARPA Team and then back to the department at the conclusion of the project.
- The candidate will be available up-to 10 hours per week for dedicated training, coaching or advisement for the department they originated from.
- Applicant could be subject to interview by the Chief Financial Officer, Budget Manager or others deemed necessary for the selection of the best candidate.

### **Job Responsibilities**

- Responsible for performing a diverse range of duties and responsibilities that involve assisting the community, governing body, administration, and departments in estimating, reviewing, analyzing, and prioritizing future capital and operating revenues and funding needs for the Unified Government.
- Assists in the efficient, strategic prioritization, and allocation and management of the Unified Government's budgetary resources and provides decision support regarding complex financial and operational issues.
- Analysis and assisting the community, governing body, administration, and departments in reviewing, and analyzing and prioritizing the strategic goals of the organization, program performance and alignment of resources with best practices and achievement of prioritized community outcomes.
- Monitors budgets and counsels' departments in determining what funds are available and if funds are sufficient to meet Unified Government Goals.
- Performs special projects to include conducting best practice short/long term budget and personnel studies and provides recommendations.
- Prepares, generates, reviews, and presents to a variety of financial reports and statements.
- Prepares, maintains, and modifies numerous databases in multiple software, which are required for developing operating budget proposals and producing reports of actual and budgeted operating costs, funds, and revenue. Performs other duties of similar nature or level as assigned.

### **Other responsibilities**

- Designs report repository space on SharePoint/Teams
- Works with team to updating online space for public reporting
- Connects UG staff with similar projects or audiences
- Serves as a resource to departments for questions
- Coordinates with budget manager to populate quarterly reports



### **Qualifications and Education Requirements**

Bachelor's degree in a related field and five years of increasingly responsible experience in the field of expertise; or an equivalent combination of education and experience sufficient to successfully perform the duties of the position.

- Experience conducting research and drafting documents such as business proposals or white papers
- Strong stakeholder management and communication skills at all levels, with the ability to maintain effective relationships and partnerships with a diverse group of stakeholders
- Strong planning and organizational skills, including the ability to manage multiple projects concurrently
- Proficiency with the Microsoft Office Suite, including Project and SharePoint
- Strong presentation skills
- Effective in leading change through every aspect of the UG.
- Experienced training skills in the areas of content creation and delivery.
- Time management and organization skills.
- Ability to articulate technical concepts to a non-technical learning audience.

### **Preferred Skills**

- Ability to set and prioritize workload, develop a work plan with tasks, time frames, milestones, resources, and dependencies
- Strong communication skills, verbal and written
- Ability to be self-motivated and self-directed, while possessing the ability to work in a team environment.

### **How to Apply**

Please submit applications/resumes to:

Unified Government Human Resources Department

701 N. 7<sup>th</sup> Street, Rm. 646

Kansas City, KS 66101

Email: [jobs@wycokck.org](mailto:jobs@wycokck.org).

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