



## ABOUT THE OFFICE OF MANAGEMENT AND BUDGET

*The Office of Management and Budget (OMB) reports directly to the Office of the County Administrator. OMB staff members serve as advisors to County Administration and as fiscal and management consultants to County agencies. In addition to traditional budget development and administration responsibilities, OMB staff provides management consulting services to County agencies upon request. These services include fee studies, program evaluations, process improvement studies, operation reviews, benchmarking and performance measurement training and coaching.*

*Office of Management and Budget staff members take pride in the Office's extremely professional and collegial atmosphere including social, community service and professional development activities.*

## ABOUT BROWARD COUNTY

Broward County is located on the Atlantic coast in southeast Florida, with Miami-Dade County to the south and Palm Beach County to the north. Broward is the 15<sup>th</sup> largest county in the U.S. encompassing 31 separate municipalities, the largest of which are the cities of Fort Lauderdale and Hollywood. The County is governed by a nine-member Board of County Commissioners, which is elected from single-member districts. A highly urban area, Broward County has experienced explosive growth in people and development since 1970. This growth has resulted in an ethnically diverse population that is currently more than 1.7 million.

With 23 miles of beaches and an average January temperature of 70 degrees, residents enjoy a vacation atmosphere every day. The Greater Fort Lauderdale area beaches have received the Blue Wave Beach certification from the Clean Beaches Council and a spot in the Top Five North American Wreck Diving destinations by Rodale's Scuba Diving Magazine.

The County has also received national awards for our Parks and Library systems. South Florida is home to many professional sport teams including basketball, baseball, football and hockey. There are also venues for many other sports including professional golf, greyhound racing, and even rodeos. There are abundant opportunities for continuing education in South Florida, including Florida Atlantic, Florida International and Nova Southeastern Universities, the University of Miami, Barry University and Lynn University.

Cultural opportunities, including performing arts, museums, and ethnic and music festivals are abundant. The Office of Management and Budget is located in the heart of downtown Fort Lauderdale within walking distance of the Broward Center for the Performing Arts, the Museums of Art and Science and Discovery, highly acclaimed restaurants and other entertainment opportunities including a "Riverwalk" along the New River which flows through downtown.

# BUDGET AND MANAGEMENT ANALYST OFFICE OF MANAGEMENT AND BUDGET BROWARD COUNTY FLORIDA

An Equal Opportunity Employer

## ***BUDGET AND MANAGEMENT ANALYST POSITION***

The Budget and Management analyst position is a unique opportunity to continually learn and develop skills in many areas. Analysts serve as fiscal and management consultants to agencies and as staff advisors to the County Administrator's Office. Each analyst is assigned a number of county agencies and/or capital programs. The analyst is responsible for coordinating and developing recommendations on all resource allocation activities and issues relating to their agencies throughout the year. Analyst recommendations are utilized to develop the \$3 billion annual County budget. In addition to development and administration of operating and capital budgets, analysts work on special projects. Examples of these projects include:

- developing funding plans for capital improvement programs;
- working with County agencies to develop funding plans for service enhancements and/or service reductions;
- conducting fee studies and developing fee recommendations;
- assessing the impact of annexation of unincorporated areas into municipalities;
- assessing the impact of pending state and federal legislation;
- analyzing agency processes to identify opportunities to streamline and increase productivity;
- facilitating agency teams to develop or improve performance measures.

## ***CAREER PROGRESSION***

As management and analytical skills grow, Budget and Management Analysts are promoted to Associate Analyst, Senior Analyst and Principal Analyst positions. Former Analysts hold Program Manager, Assistant Director and the Director positions in the Office of Management and Budget. Many former Analysts hold positions as Directors and Assistant Directors of County agencies and as City Managers, Assistant City Managers, Assistant County Administrators and Budget Directors for other local governments.

Visit our web site at  
<http://www.broward.org/budget/welcome.htm>

## ***SALARY AND BENEFITS***

The salary range for the Budget and Management Analyst position is \$41,000 - \$66,000. Candidates with a Masters Degree and internship experience typically start at \$45,000. Analysts are typically promoted to the Associate Analyst level at eighteen months and to Senior Analyst at 3 years based on performance. The career ladder has two additional levels including Principal Budget and Management Analyst, and Program Manager. The County's benefit package includes:

- employer-funded health insurance for employee (depending on the choice of plan) and employer-funded subsidy for family coverage;
- three weeks of vacation/administrative leave and two personal days annually;
- employer-funded retirement program with no employee contribution;
- no state or local income taxes;
- insurance benefits for Registered Domestic Partners;
- tuition reimbursement program for job-related courses.

## ***QUALIFICATIONS***

Applicants for the Budget and Management Analyst position should possess the following:

- Master's Degree in Public Administration or related field;
- working knowledge of local government and budgeting through prior internship and/or classroom experience;
- highly developed analytical, problem-solving, creative thinking and communication skills.

## ***TO APPLY FOR A BUDGET AND MANAGEMENT ANALYST POSITION***

To apply, please send a resume and both undergraduate and graduate transcripts by April 11th to:

Office of Management and Budget  
**Marci Gelman, Assistant Director**  
115 South Andrews Avenue, Room 404  
Phone: 954-357-6354 – Fax 954-357-6364  
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