

JOB OPPORTUNITY

BUDGET AND TREASURY DIVISION ANALYST (MANAGEMENT ANALYST I/II)

Job Duties

- Monitors and forecasts revenues and expenditures.
- Analyzes the budgetary impact of compensation and service delivery changes.
- Coordinates development of departmental budgets.
- Assists with production of the City's budget document.
- Participates in management of the City's investment portfolio.
- Prepares monthly cash and investments report to the City Council.
- Assists with debt issuance and ongoing debt administration activities.
- Participates in preparation of the City's annual comprehensive financial report.
- To view a complete list of essential functions, please view the class specifications:
 - [Management Analyst I](#)
 - [Management Analyst II](#)



City of Fremont is an innovative city in the heart of the Bay Area and Silicon Valley, known for clean technology, advanced manufacturing, low crime, excellent schools, quality parks and a diverse population of over 230,504 residents. As a significant economic force in the region, Fremont aims for innovation in municipal government led by City Council and City Manager.

Qualifications

Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary to satisfactory job performance would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

Management Analyst I: Bachelor's degree from an accredited college or university in public administration, business administration, finance, economics or a related field. Technical experience in administrative support may be substituted for up to two years educational requirement.

Management Analyst II: Bachelor's degree in public administration, business administration, finance, economics or a related field and three (3) years progressively responsible professional level organizational administration and/or operational support duties; a Master's degree in one of the fields listed above may be substituted for one (1) years experience.

Annual Salary Range

Management Analyst I: \$89,053 - \$117,928
Management Analyst II: 108,884 - \$146,991

Commensurate with Qualifications and Experience

A summary of benefits can be viewed online:
[Benefits Summary](#)

The City of Fremont is an Equal Employment Opportunity Employer.

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