



## City of Charlottesville Budget Analyst or Sr. Budget Analyst

<b>SALARY</b>	See Position Description	<b>LOCATION</b>	Charlottesville (22902), VA
<b>JOB TYPE</b>	Regular Full-Time	<b>JOB NUMBER</b>	260400004
<b>DEPARTMENT</b>	City Manager's Office	<b>OPENING DATE</b>	04/16/2026
<b>CLOSING DATE</b>	5/6/2026 5:00 PM Eastern	<b>BARGAINING UNIT</b>	N/A

### General Summary



This position may be filled at either the **Budget & Management Analyst** or **Senior Budget & Management Analyst** level, depending on the selected candidate's qualifications. For a full description of the responsibilities and qualifications for the Sr. Budget Analyst role, please see the [Senior Budget & Management Analyst Job Description \(link\)](#). **Starting offer is based on applicable education, experience, and internal equity:**

- **Budget & Management Analyst:** Preferred hiring range is **\$60,250.87 - \$72,551.69 annually**.
- **Senior Budget & Management Analyst:** Preferred hiring range is **\$78,976.60 - \$98,929.78 annually**.

This position may be eligible for a hybrid (**partial telework**) schedule following successful completion of the probationary period; however, this is not a fully remote position and regular in-person attendance for meetings, trainings, and operational needs is required.

The City's **Budget & Management Analyst** position works within the [Office of Budget & Grants Management](#) and performs professional work in the preparation, analysis and communication of budget documents and fiscal reports, and makes recommendations for resource planning and other budget related transactions, under the general supervision of the Director of Budget & Performance Management.

This is a full-time, exempt, position which provides excellent benefits including 13 paid holidays plus 1 floating holiday, paid vacation and sick leave, health insurance options with employer contribution, employer-paid life insurance, City's retirement options, gym membership reimbursement, tuition reimbursement, and continuing education/training opportunities.

- **For a general summary of benefits offered by the City**, please click the 'benefits' tab on this posting, or visit <https://www.charlottesville.gov/1047/Employee-Benefits>.
- **The City of Charlottesville manages its own retirement system which offers both a defined benefit and a defined contribution option. While the City does not participate in VRS**, the City has a Portability Agreement with VRS and there are certain provisions that must be met. For questions pertaining to the Portability Agreement, please contact the City's Benefits Administrator at 434-970-3462.

### Essential Responsibilities and Duties

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations will be considered to enable individuals with disabilities to perform the essential functions. The essential functions of the job are not limited to those listed in the job description. The City retains the discretion to add to or change the duties of the position at any time.

- Performs a wide range of professional work in multiple administration functions with the Budget Office including analysis and project management.
- Performs a variety of technical and professional work related to monitoring and reporting on citywide business processes, activities, outcomes, and problem solving.
- Performs data entry functions necessary for proper data input into the computerized budget and/or accounting systems.
- Performs data collection activities in support of existing studies, projects, or programs, including conducting research and participating in work group collaboration.
- Formats data sets and performs qualitative and descriptive statistical analyses to aggregate and assimilate data for displaying potential patterns and trends.
- Confers with City departments and representatives to help document workloads, programs, and needs.
- Prepares and analyzes budget reports on both the department and fund level.
- Participates in the development and implementation of strategic and management initiatives at the citywide and department level.
- Assists with capital improvement planning, and the development of operational budget.
- Assists with development of public presentations on various budget issues.
- Assists in preparation for budget work sessions and special work sessions as called by City Council during the year; and attends applicable meetings when necessary.
- Represents the department on cross-departmental teams and teams reviewing funding requests.
- Assists in developing policies, processes and related forms/documents related to capital and operating budgets.
- Collaborates with department managers, city agencies, and intergovernmental and nonprofit agencies, reviewing their funding requests to assess the best use of city funds.
- Updates, designs, and implements improvements to the Budget Office website and collaborates with Communications to lead the department's online and social media activities.
- Establishes and maintains physical and electronic files, frequently of a confidential and/or sensitive nature, including but not limited to internal personnel data.
- Provides support for special projects, such as serving on committees and teams, as requested.
- Responsible for appropriate use and maintenance of City equipment, tools and other resources, including work time.
- Regular and reliable attendance.

#### **Other Duties**

- Performs additional duties to support operational requirements as apparent or assigned.

### **Education, Experience and Skills**

**Education and Experience:** Candidates may qualify by demonstrating the required knowledge and skills outlined for the job through experience(s) other than formal education such as college.

- Master's degree in related field.

**OR**

- Bachelor's degree in public administration, business, finance, accounting, or related field, **AND** either a relevant internship or some work experience in budgeting, data entry or analysis, financial administration or analysis, business administration or management, public administration, human resources, or other similar area.

**OR**

- Associate degree in public administration, business, finance, accounting or related field, **AND** at least 2 years of work experience in budgeting, data entry or analysis, financial administration or analysis, business administration or management, public administration, human resources, or other similar area.

OR

- High School diploma or GED **AND** at least 4 years of work experience in budgeting, data entry or analysis, financial administration or analysis, business administration or management, public administration, human resources, or other similar area.

OR

- An equivalent combination of education and experience may be considered in lieu of the specific requirements listed above.

**Preferred:**

- Related experience in local government or public sector.

**Certifications/Licenses/Other Requirements:**

- Required to successfully pass a pre-employment background check and pre-employment drug screen.

**Knowledge, Skills, Abilities and Other Characteristics:**

**Job Knowledge**

- Knowledge of the principles and practices of public administration, with particular reference to governmental budget and finance administration.
- Knowledge of the policies, procedures, and practices to develop and monitor budgets.
- Knowledge of the mission, goals, objectives and organizational structure of the assigned budget's unit or program.

**Reading**

- Intermediate: ability to read and understand newspapers, magazines, journals, multi-step instruction manuals, and reference materials.

**Writing**

- Intermediate: ability to prepare reports and to present financial and statistical data in clear and concise form; ability to prepare business letters, explanations, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech.

**Math**

- Intermediate: ability to deal with number systems; simple formulas, practical application of fractions, percentages, ratios/proportions and measurement.

**Communication Skills**

- Intermediate: Communicates effectively and expresses ideas clearly and concisely to both individuals and groups, and in public. Establishes and maintains effective working relationships with staff, elected officials and the public. Contacts may involve stressful, negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

**Independence and Decision-Making**

- Requires Limited Direction: Exercises initiative and judgment in identifying and resolving budgetary and fiscal issues. Normally completes work according to their own judgment, requesting supervisory assistance occasionally. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

**Technical Skills**

- Skilled: comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the assigned and apparent job responsibilities.

**Fiscal Responsibilities**

- Assists in oversight of budget preparation of a division or department budget. Does research and prepares recommendations for organization-wide budget expenditures.

**Supervisory Responsibilities**

- No responsibility for direction or supervision of others.

## Other Characteristics

- Manages competing priorities and shifting requirements.
- Excellent organizational skills and time management; sometimes under strict time constraints to meet multiple deadlines.
- Effective customer service skills.
- Works closely with others as part of a team.
- Understands and works effectively with sensitive and confidential issues and/or information.
- May require additional hours outside of normal schedule, which may include evening and weekend hours.

## Physical Conditions & Additional Information

### Physical Demands:

- Sedentary work: Exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.
- Must be able to remain in a stationary position more than 50% of the time.
- Must be able to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- Ability to observe details at close range (within a few feet of the observer).
- Must constantly operate a computer and other office productivity machinery, such as a calculator, copy machine and computer printer.
- Must occasionally move about inside the office to access file cabinets, office machinery, etc.
- Must constantly position self to maintain files in file cabinets.

### Machines, Tools, Equipment, Software and Hardware:

- Typically requires use of standard office equipment and telephone, and related software and hardware; and any other equipment as appropriate or as assigned.

### Work Environment:

- Work is performed in an office environment where there may be exposure to computer screen for extended periods of time, monitor glare and dust.
- The noise level in the work environment is usually moderate.

The City of Charlottesville is an Equal Opportunity Employer and supports workforce diversity at all levels of the organization. The City prohibits discrimination on the basis of race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by federal, state or local laws. The City is dedicated to this with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs, and general treatment during employment.

Requests for reasonable accommodation by individuals with disabilities may be requested by contacting Human Resources at (434) 970-3490 or [hr@charlottesville.gov](mailto:hr@charlottesville.gov).

*The City of Charlottesville conducts job related background checks, reference checks, and pre-employment drug tests, in accordance with federal, state, and local law, of applicants who reach the final stages of the employment selection process. The City's policy has not changed because of the decriminalization of marijuana in the Commonwealth of Virginia. Marijuana remains an illegal drug under federal law, and it continues to be a violation of the US Department of Transportation regulations and the City's policy prohibiting employees from testing positive for marijuana.*

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**Employer**

City of Charlottesville

**Address**

P. O. Box 911  
605 East Main Street  
Charlottesville, Virginia, 22902

**Phone**

(434) 970-3490

**Website**

<http://www.charlottesville.gov/jobs>

## Budget Analyst or Sr. Budget Analyst Supplemental Questionnaire

### \*QUESTION 1

What is the highest level of education you have completed? (Must be verifiable in reference to the Education History section of your online application.)

- Master's degree
- Bachelor's degree
- Associate's degree
- High School Diploma
- None of the above.

### \*QUESTION 2

Please indicate your level of experience in budgeting, data entry or analysis, financial administration or analysis, business administration or management, public administration, human resources, or other similar area: (Must be verifiable in reference to the Work History section of your online application.)

- No experience related to this position.
- I have completed a Internship relevant to this position.
- Less than two (2) years of relevant experience.
- Two (2) to less than four (4) years of relevant experience.
- Four (4) to less than six (6) years.
- Six (6) years or greater.

### \*QUESTION 3

To be considered, **qualifying education and experience**, including City of Charlottesville employment, **must be clearly documented in the education, work history, and additional information sections of the employment application.** Resumes can be attached but should not be used as a substitute for the required information on the application. I understand that an attached resume may not be accepted in place of a completed employment application and that my qualifications should be stated on the employment application itself.

- Yes
- No

### \*QUESTION 4

I certify that the information above is true and correct, and I certify that it can be verified with reference to the information in my basic application. I understand that my application may be rejected if the responses to supplemental

questions do not match my basic application.

Yes

No

\* Required Question