

BOARD OF COMMISSIONERS

Larry Chapman, Chair
Page Lemel, Vice-Chair
Jason Chappell
Mike Hawkins
Kelvin Phillips



COUNTY MANAGER

Jaime Laughter
828-884-3100

828-884-3107
21 East Main Street
Brevard, NC 28712

10/09/2018

POSITION VACANCY

CLASSIFICATION: BUDGET AND MANAGEMENT ANALYST

GRADE: 18

SALARY: 45,732 – 57,166

DEPARTMENT: ADMINISTRATION

DUTIES AND RESPONSIBILITIES: The Budget and Management Analyst will conduct research and analysis on a wide array of County services; provide support to all administrative departments and as an advisor to other departments for special projects. Examples are preparing reports for County Manager and Commissioners, conducting studies for multiple purposes; accessing fiscal impact of initiatives; analyzing processes to streamline and increase productivity; assisting agencies in development and improvement of performance measures. In addition, the Analyst will serve as the Deputy Clerk to the board; and assist with inquiries, reporting, policies and procedures, recordkeeping, data management, computer systems and various projects.

SKILLS AND QUALIFICATIONS: Bachelor's degree in Public Administration, Business, Accounting, Finance, Management or related field and 1 to 3 years of responsible administrative experience preferably within county government; advanced degree preferred.. Must have working knowledge of local government budgeting; highly developed analytical, interpersonal and communications skills; enjoy analyzing data and developing solutions. Applicant should have significant experience with computer systems and programs including website design software, publication software and all Microsoft Office applications.

DEADLINE: Open Until Filled; first review of applications 10/26/2018

APPLY: All interested applicants must submit a resume, state application PD107 & supporting information to: Budget and Management Analyst, Attn: Sheila Cozart, 101 South Broad Street, Brevard, NC 28712. For more information inquire at jobs@transylvaniacounty.org.

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