



catawba county  
north carolina

## BUDGET & MANAGEMENT ANALYST

**CATAWBA COUNTY** is recruiting a highly motivated and self-directed **Budget & Management Analyst** with a demonstrated passion for public service to join our dynamic team-focused organization. The Budget and Management Analyst will perform advanced professional management analysis and evaluation in preparation and administration of the County's operation and capital budgets.

We invite you to join our team in Catawba County, a place with a long tradition of transforming possibility into prosperity. Our community's creative, industrious spirit has consistently driven us to innovate and collaborate toward Making. Living. Better. Today, this looks like revitalized Mill Districts through renovating abandoned mills into thriving corporate and retail spaces; major community development projects designed to enhance walkability, livability, connectivity and aesthetic appeal; computers in the hands of all of our students; and the expansion of access to our incredible natural recreation spaces through the addition of hundreds of acres to our local park systems.

And that's just the beginning of our story.



MAKING. LIVING. BETTER.



# OUR COMMUNITY

**Situated in the foothills of the Appalachian Mountains and bordered by the Catawba River,** Catawba County offers the hospitality of a mid-sized community with reach that extends across a fast-growing region. With a population nearing 160,000, Catawba County is the largest jurisdiction in a four-county Metropolitan Statistical Area totaling more than 400,000 residents.

Located with easy access to Interstate 40, Hwy 16, and 321 bisecting the county, we are an easy drive to major cities, the mountains, and the coast. Thanks to this ideal location, we provide a unique opportunity to live and work in a connected, inclusive and knowable community with convenient access to urban amenities and North Carolina's beautiful outdoors.



**Catawba County is an ideal home for those who have a sense of adventure and a heart for hard work:** for people with a passion for making something of themselves, their community, and the future.

We are actively crafting a living and a life rich in both tradition and promise. Our work ethic is the essence of our community: if it can be made, we'll make it. If we can improve it, it'll get better. And if we can do it together, it'll be the best it can possibly be.

We appreciate where we've been and look forward to where we're headed, and we approach life with warm hospitality, humility, strong loyalty to family and community, and a fierce commitment to making a difference for the people who live and work here.

**Catawba County builds futures.** With three K-12 public school districts, numerous private and charter schools, an active homeschool community and significant pre-K programming, children get a great start here. That great start continues at top-ranked Catawba Valley Community College, renowned for its innovative workforce development programs. Catawba County is also home to Lenoir-Rhyne University, which offers undergraduate, graduate and doctoral programs.



**With a low tax rate, increasing building permit activity, and business investment and expansion, our local economy is booming** – particularly in the areas of advanced manufacturing, healthcare, and transportation and logistics. We are a comprehensive medical hub, with two medical centers and an extensive system of healthcare options, and we're also a regional shopping destination.

Catawba County truly offers something for everyone. With an exceptional amount of arts, culture, recreation and entertainment experiences for people of all ages, there's no shortage of things to do here.



# OUR ORGANIZATION

**Catawba County's form of governance** combines the civic leadership of an elected Board of Commissioners with the managerial experience of an appointed County Manager, Mick Berry, who serves as the county's Chief Executive Officer and has 31 years of experience in Catawba County local government.

Our annual budget is approximately \$300M and covers a wide range of services, from Elections to Public Health. Additionally, we are proactively working to fill jobs and strengthen our local economy through collaborative, Board-led strategic action in critical growth areas, including water & sewer infrastructure, economic development, education, health and safety, arts and culture, parks, and community marketing.

We are a forward looking, conservative and fiscally prudent community with a pro-business and smart growth philosophy underpinning our ordinances and policies. Our property tax rate of \$0.575 per \$100 in assessed value is second lowest in our region and is lower than the average of all North Carolina counties.

Our team is comprised of approximately 1,200 full-time employees. We are professionals dedicated to serving our community in ways that reflect the values we hold. We embody our roots as doers by continually striving to do the best job possible for our residents and our community every single day.

**Our approach to this work is guided by our shared commitment to four core values:**

## DOING WHAT'S RIGHT.

integrity, respect, transparency, professionalism

## DOING WHAT MATTERS MOST.

service to others, initiative, empowerment, prioritization, authenticity

## DOING IT TOGETHER.

teamwork, inclusion, stewardship, empathy, patience

## DOING IT WELL.

innovation, accountability, operational excellence, continuous improvement

**Don't just take our word for it.**

We're **#MakingLivingBetter** in Catawba County, and others are taking notice:

- "Top 30 Best Small Cities in the U.S."
- "9th Best Place to Raise a Family in North Carolina"
- "Third Biggest Economic Gainer of 2017"
- "Top Tinsel Town in America"
- "Lowest Business Costs in the Nation for 2017"
- "Top 10 Best Places to Retire"

Check out more here: <http://www.catawbaedc.org/rankings-and-accolades>.



**catawba county**  
MAKING. LIVING. BETTER.

[makinglivingbetter.com](http://makinglivingbetter.com)







# BUDGET & MANAGEMENT ANALYST

**DESCRIPTION:** Catawba County is seeking a highly motivated and self-directed professional to serve as a Budget & Management Analyst. If you want to be part of a dynamic team focused on driving positive community change, this position may be what you're looking for. The successful candidate will perform advanced professional management analysis and evaluation in the preparation and administration of the County's operating and capital budgets. The ideal candidate will have on point local government experience and a demonstrated passion for public service that supports the mission and values of Catawba County.

## RESPONSIBILITIES:

- Provide departments and County Management with complex management and research analysis used to drive organizational and budgetary decision-making.
- Perform thorough programmatic, service, and policy analysis of budget requests and make associated recommendations to County Management.
- Work closely with department heads to understand services, assist in developing budgets and outcomes, monitoring progress, and developing solutions to budget issues that arise during the year.
- Evaluate funding and program requests, develop alternatives in collaboration with department staff and recommend approaches.
- Forecast revenues and expenses for the development of the annual budget.
- Develop the budget document, presentations, performance dashboards, etc. used to message county services and performance.
- Assist County Management, departments, and outside agencies as appropriate with grant development, administration, and management.

## QUALIFICATIONS:

- Master's Degree in Public Administration, Public Policy, Business Administration or a related field and preferably 1 year of professional experience in public administration, budget, program or operational analysis; OR
- Bachelor's Degree in Public or Business Administration, Public Policy or a related field and 2 years of professional experience in public administration, budget, program, or operational analysis

## ADDITIONAL REQUIREMENTS:

- Capacity to work collaboratively and build/maintain effective working relationships with staff in all levels of the organization, elected officials, and outside agencies.
- Impeccable judgment in analyzing situations and making decisions involving a variety of fiscal and business areas, and the ability to carry out that judgment with considerable professional and managerial discretion.
- Excellent communication skills, both written and oral, including strong command of grammar and the ability to concisely communicate complex information while ensuring important details for decision-making are accurately reflected.
- Strong presentation skills with the ability to turn complex information into easily consumable dashboards, infographics, etc.
- Independent and self-directed initiative and drive, with the capacity to learn new things / appetite to take on new challenges over time.
- Exceptional organizational and time management skills, accompanied by a strong capability to prioritize and manage multiple projects and assignments simultaneously.
- Strong creative, analytical, critical thinking, and problem solving skills.
- Ability to formulate recommendations/alternative ways of doing business that takes into account relevant viewpoints, alternative approaches, pros and cons.
- Ability to work effectively both independently as well as part of a team.
- High proficiency in computer use, particularly Microsoft Office and Adobe Acrobat products.

## PREFERENCES:

- MPA with experience working in a budgeting and/or management analyst role for local, state, or federal government

**SALARY RANGE:** \$51,322.54 - \$84,682.20 (Likely hiring range up to \$65,000, depending on qualifications)

**APPLICATION PROCESS:** Open until filled. Initial application review: September 20, 2021.

Apply online at <https://www.catawbacountync.gov/county-services/human-resources/employment-opportunities/>