CLASS TITLE: FINANCIAL FORECAST ANALYST

PURPOSE OF THE CLASSIFICATION: Under general direction performs annual City revenue estimates and multi-year projections of revenues and economic indicators; prepares materials for the annual budget 5-Year Forecast and Capital Improvements documents; and performs other related assigned duties.

ESSENTIAL TASKS:
- Performs professional economic research and analysis work related to economic development projects
- Prepares, publishes, and markets reports
- Assigns work and supervises staff
- Produces annual estimates of City revenues
- Produces multi-year projections of City revenues and expenditures and of economic and demographic data
- Prepares bond impact reports and repayment schedules
- Performs some Budget Analyst work for assigned departments
- Performs feasibility studies and analyzes loan requests for proposed public/private economic development projects
- Prepares necessary applications and requests for public/private economic development projects
- Responds to requests from private business for economic information or development assistance
- Constructs and uses computer-based economic models of various segments of the Tulsa economy
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:
Training and Experience: Graduation from an accredited college or university with a bachelor's degree in business administration, urban planning, economics, finance, statistics, or closely related field, and four (4) years of experience in forecasting and research; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of the principles of economics; considerable knowledge of basic research techniques, forecasting models, and techniques used in quantitative analysis; good knowledge of resources available for economic and community development programs; good knowledge of local, state and national government operations; and good knowledge of data processing. Ability to formulate and evaluate economic alternatives; ability to make sound recommendations on economic questions; ability to formulate and solve mathematical equations that represent the economy; ability to compile comprehensive reports and present results of research and analysis in a clear, graphic, and concise manner, both verbally and in writing; ability to use data processing input and output; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; may be subject to walking, sitting, reaching, and handling; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: None required.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; and subject to extensive overtime during the months of February, March, and April.

Class Code: 2009
EEO Code: E-02
Pay Code: EX-40

Group: Engineering, Planning and Technical
Series: Planning

Effective date: August 13, 2018