



*Nick J. Mosby*  
**President,**  
**Baltimore City Council**

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## **BOARD OF ESTIMATES ANALYST**

### **Baltimore City Council**

The Office of the Council President is seeking a Board of Estimates analyst to join the Fiscal and Legislative Services Team. The ideal candidate is familiar with government procurement and contracting best practices, able to perform professional level activities related to the research and analysis of BOE agenda items, and passionate about expanding opportunities for Minority and Women-Owned contractors. This is an exciting opportunity to join a reform-minded, professional team.

**SALARY:** \$ 59,245.00 - \$ 94,879.00

**Title:** Board of Estimates Analyst

**Closing Date:** Continuous until filled

**Job Type:** Non Civil Service, Fulltime

**Work Hours:** 8:30am to 4:30pm, occasional evening work

### **I. Job Description**

The Board of Estimates Analyst (BOEA) for the Baltimore City Council is located in the Office of the Council President and is a member of the Fiscal & Legislative Services group. This position reports to the Director of Fiscal & Legislative Services. The BOEA is responsible for facilitating the Council President's role as President of the Board of Estimates. Responsibilities include:

- Analyze weekly Board of Estimates agenda and produce summary of items of interest consistent with the President's policy priorities.
- Review Board of Estimates agenda for potential conflicts and abstentions.
- Produce and distribute weekly President's Memorandum.
- Run video conference meetings of Board of Estimates. This includes working with the Comptroller and municipal agencies to ensure appropriate individuals receive invitations to attend the conference.
- Work with the Mayor's Office and Comptroller's Office to prepare the Board of Estimates Recess Calendar.
- Coordinate agency briefings, prepare progress reports, and make recommendation to the Council President on items recommended for Board of Estimates approval.
- Develop questions to help the President analyze development projects, contracts, and other matters that come before the Board of Estimates.
- Prepare decision memoranda for the President outlining options and recommendations on key issues, improvements to internal processes, and solutions to improve constituent satisfaction.
- Prepare reference materials for the President to use while presiding over Board of Estimates meetings.
- Project manager for the Board of Estimates' budget review process with responsibility for coordinating the President's appearance at public meetings and hearings, responding to

constituent inquiries, and working with internal and external partners to ensure adequate review and approval of the budget in accordance with the City Charter and ordinance.

- Establishes a working relationship with Board of Estimates specialists across city agencies; and
- Demonstrates an ability to deliver complex analysis in language for wide public consumption.

## **II. Typical Examples of the Work**

Deliverables include, but may not be limited to:

- Producing and distributing the weekly President’s Memorandum outlining routine and non-routine agenda items for the weekly BOE meeting;
- Producing memos advising the President on items before the Board of Estimates;
- Producing required memoranda noting President’s abstentions on board items.
- Producing a summary of relevant Board of Estimates agenda items for distribution to members of the City Council;
- Hosting the video conference for Board of Estimates meetings;
- Producing scripts, quick references, and other materials to assist the President in completion of his duties as Board President;
- Delivering analysis in a plain language summary.
- Maintaining and updating a Standard Operating Procedures document for the BOEA position.

## **III. Required Knowledge, Skills and Abilities**

- Knowledge of the best practices of public budgeting and procurement.
- Knowledge of the principles and techniques of budgetary and fiscal analysis including research and statistical analysis and their application to procurement and contracting.
- Knowledge of the principles and practices of public administration.
- Familiarity with Baltimore City procurement and contracting policies, particularly in the area of MBE/WBE contracting requirements.
- Ability to establish and maintain effective working relationships with City officials, departmental personnel and personnel of other governmental agencies and institutions.
- Ability to deliver clear, concise reports on tight deadlines.

## **IV. Minimum Education and Experience Requirements**

Requirements – A bachelor’s degree from an accredited college or university in public policy, accounting, business, economics, finance, government or a related field. Two (2) years of experience in a position related to government contracting and procurement, program analysis, or a related field.

Preferred – Master’s degree in Public Policy, Business Management, Economics, Finance, Law or similar degree.

Equivalencies - Equivalent combination of education and experience.

Application - Please submit a letter of interest, resume and salary requirement to [ocpapplicants@baltimorecity.gov](mailto:ocpapplicants@baltimorecity.gov) by May 1, 2021. Please put “Board of Estimates Analyst” in the subject line.

## **VI. Supplemental Information:**

### About the Board of Estimates

The Baltimore City Board of Estimates consists of five voting members: The Mayor, President of the City Council, the Comptroller, the City Solicitor, and the Director of Public Works. The President of the City Council serves as President of the Board of Estimates, and the City Comptroller serves as Secretary to the Board.

Pursuant to the Charter of Baltimore City, Article VI Section 2, the Board of Estimates formulates and executes the fiscal policy of the City.

From time to time, in furtherance of these duties, the Board promulgates rules, regulations and conducts hearings. Each year, the Board adopts an Ordinance of Estimates and presents it to the City Council. Prior to the adoption of the Ordinance of Estimates, the Board makes public the Director of Finance's recommended operating budget and the Planning Commission's recommended capital budget and long-range capital improvement program.

The Board of Estimates is also responsible for awarding contracts and supervising all purchasing by the City. All bids made to the City in response to the formal advertising procedures are opened by the Board of Estimates, which awards the contract to the lowest responsive and responsible bidder.

### About the City of Baltimore's Workforce

With a 15,000+ employee stakeholder workforce, the City of Baltimore's occupations span from executive and managerial to laboring, including public health and safety, clerical, technical, administrative, and support capacities throughout the metropolitan area. Operating under a Civil Service System, the majority of stakeholders are represented by one of nine labor unions; with a large body of appointed positions.

This career opportunity offers a comprehensive benefits package and competitive salary, commensurate with education and experience. Individuals under final consideration for appointment to this position will be required to submit to drug and alcohol testing and criminal background check. This position will remain posted until the closing date listed or until filled.

## **VII. NOTES:**

**EDUCATION ACCREDITATION:** Applicants education must be obtained from an accredited institution. Education credentials obtained out of the US must be evaluated for US equivalency. Evaluation agencies information may be obtained at [www.naces.org](http://www.naces.org).

**DRUG & ALCOHOL TESTING:** Eligible candidates under final consideration for appointment will be required to submit to drug and alcohol testing. Testing is also required prior to promotion to a sensitive job classification.

**CRIMINAL BACKGROUND CHECK:** Eligible candidates under final consideration for appointment to positions identified as positions of trust will be required to authorize the release of and successfully complete a criminal conviction check.

