

# Management Analyst

DEPT: Office of the City Administrator	FLSA: Exempt
DIV:	EEOC: Professionals
DATE: July 2016	



## POSITION SUMMARY

Performs a variety of **professional, specialized complex administrative and management** analysis work and project management in support to the City Administrator's Office.

## SUPERVISION RECEIVED

Works under the guidance and direction of the Assistant City Administrator or Assistant to the City Administrator.

## SUPERVISION EXERCISED

Acts as interim supervisor of departments when assigned; supervises City's Administration Intern.

## ESSENTIAL FUNCTIONS

Participates in the development, implementation, interpretation, and administration of City ordinances, administrative policies, procedures, and programs—including human resources rules and policies; acts as lead for project teams, with consequences involving specialized and/or technical areas requiring application and interpretation of data, facts, procedures, policy, and law; creates, implements, and facilitates highly independent work throughout all areas of the City.

Participates in the preparation and administration of the city's budget; reviews departmental budget proposals; assists to monitor fiscal activity of the city to assure compliance with established budgets; appraises the City Administrator's Office regarding ongoing financial status, issues or concerns; creates, implements, and facilitates bid requests, bid analysis, and contracting strategies for construction and professional services, and other services in support of capital projects; provides professional and technical administrative and analytical assistance in coordinating various city grants.

Acts as facilitator in assigned areas of city management operations to promote positive change in policy, best practice and procedures; as assigned, coordinates with department heads to implement change in city policy and processes; assists Department Directors with completion of projects in order to facilitate their established goals/objectives as needed; facilitates an environment that encourages interdepartmental cooperation; serves as a liaison between the City Administrator's Office and staff throughout the City to gather information, share ideas, and provide resources to Department Directors and staff.

Represents the city as directed; attends and/or conducts various city meetings as assigned; provides administrative assistance to various city committees; participates in decision-making processes; prepares staff reports and materials addressing issues and operations; develops preliminary recommendations for alternative courses of action; represents the City Administrator's Office at various meetings, outside government agencies, and other citizen groups relative to goals, actions and activities of the City.

May assist in preparing state-of-the-city reports for the Mayor and Council; creates, assists with the coordination of, and orally presents on internal and external communications such as news releases, newsletters and brochures, power-points, slideshows, and website information, when assigned.

## MINIMUM QUALIFICATIONS

### 1. Education and Experience:

A. Graduation from an accredited college with a Master's degree in business or public administration or related field of study;

AND

B. One (1) year of internship experience in municipal management;

OR

C. An equivalent combination of education and experience

### 2. Knowledge, Skills, and Abilities:

**Considerable knowledge** of management theory, methods, and practices; municipal and fiscal accounting principles, practices and procedures; municipal organizations and department operations including applicable laws and regulations; budgeting, accounting and related statistical procedures; various revenue sources

available to local governments including state and federal sources. **Considerable knowledge** of state laws as they apply to city management practices; human resource management practices and procedures.

**Ability to** analyze a variety of financial problems and propose decisions; coordinate a variety of intra-governmental policy matters between administration office and department heads; plan, organize, direct and supervise the work of professional and administrative project teams as assigned; communicate effectively verbally and in writing; demonstrate high proficiency in reading, writing, math and Microsoft Office Suite; perform and/or manages the performance of high-level, sophisticated research and evaluation efforts; establish and maintain effective working relationships with the mayor and the city council, department heads, intergovernmental agencies, employees and the public.

3. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting and reaching. Continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_