



Job Description

Job Title: Management Analyst	Date Created: 09/18
Department: City-wide	Date Reviewed:
Job Code: 15.4030	Bargaining Unit: AMPS FLSA: Exempt

Summary of Duties: This position plans, organizes and coordinates a variety of highly responsible and complex analytical, statistical, financial and administrative duties in support of a designated department in functional areas such as budget, contract administrative, grant administration, regulatory compliance, and/or program management.

Distinguishing Characteristics: The Management Analyst functions at an advanced management level and provides highly responsible and complex support to department management. This is a single classification. Assignments are typically received in broad, outline form, and incumbents are expected to act independently in developing applicable resources and information.

Receives limited supervision from the assigned Department Director and/or designee. May exercise functional supervision of lower level staff and volunteers.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

Duties may include, but are not limited to the following:

1. Prepare and monitor assigned department/division budget.
2. Prepare revenue estimates and forecasts; establish fees and charges; prepare and monitor operating and capital budgets, grants, contracts, and other financial transactions.
3. Provide recommendations for action in policy, procedure, work methods, and budget coordination, analysis, development and implementation.
4. Manage a variety of complex special projects, research studies, budget analysis, and other specialized functions.
5. Participate in the development and implementation of goals, objectives, policies, and priorities for assigned program areas.
6. Coordinate, structure and oversee ongoing or special programs as assigned.
7. Develop recommendations and assist with the development of policies and procedures.
8. Confer with department managers on the more difficult management/administrative issues.
9. May supervise staff to include prioritizing and assigning work; conducting performance and other department related priorities.
10. Evaluate and prepare reports and recommendations for improved departmental operations services systems or organizational methods; implement goals, objectives and guidelines utilizing resources effectively to improve efficiency and effectiveness.
11. Confer with department head or designees to determine personnel and budget needs.
12. Prepare and present various reports.
13. Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications.

14. Research grant opportunities and prepare grant proposals.
15. Provide technical and professional advice to the Director, City staff, City Council, and various boards and committees on financial and related matters; prepare and coordinate reports and presentations on department issues for the City Council, community groups, boards and other committees and regulatory agencies.
16. Analyze organizational structures and recommend process improvements/alternative service delivery models.
17. May negotiate and develop contracts, grants and special funds to meet specific department needs.
18. Utilize modern computer software to perform daily duties.
19. Communicate clear and concise both written and oral.
20. Ensure departmental compliance with related federal and state laws, rules and regulations, and local codes and standards. Implement changes to processes required by changes in legislation.
21. Provide excellent customer service to internal and external customers.
22. Perform other related duties as assigned.

Typical Decisions: The incumbent must be able to prioritize work, meet deadlines and utilize analytical skills for analysis and review of departmental revenues, expenditures and procedures. Manages personnel and makes supervisory decisions regularly.

Minimum Qualifications:

Knowledge of:

- Advanced principles and practices of public administration, budget preparation and administration.
- Operational characteristics, services and activities of assigned program area.
- Organization and operation of municipal government.
- Policy administration.
- Financial management system.
- Grant accounting and reporting.
- Principles of financial administration, including budgeting, reporting, taxation and revenue.
- Governmental accounting and financial analysis.
- Pertinent laws and regulations governing fiscal recordkeeping and government organizations.
- Modern office practices, procedures, and administration.
- Staff supervision, lead training, and performance evaluation.
- Research techniques, report writing, preparation and presentation.
- Customer service best practices.

Skill in:

- Examining and verifying financial documents and reports.
- Generating reports and presentations.
- Communicating effectively both verbally and in writing.
- Preparing complex financial statements, reports, and analyses.
- Utilizing accounting software and standard office software including spreadsheets, word processing, and electronic mail.
- Personnel management and supervision.

Ability to:

- Manage analytical and administrative support services.

- Supervise professional, support and technical staff.
- Analyze and interpret a wide variety of complex data and information.
- Prepare clear and concise technical, administrative and financial reports.
- Learn, interpret, and implement applicable Federal, state and local laws and regulations relative to program areas of responsibility.
- Conduct comprehensive and in-depth research.
- Identify issues, options and projected outcomes and make recommendation.
- Communicate clearly, concisely and effectively, both orally and in writing.
- Prepare and present written and oral reports to City Council and various other groups.
- Establish and maintain effective working relationships with staff, public and other government agencies.
- Comply with administrative controls over funds, contracts, and procurements; Interpret and apply codes, regulations, laws policies, procedures and guidelines.

Education: A Bachelor's degree from an accredited college or university with major course work in accounting, public/business administration or closely related field.

Experience: Four years of recent experience performing management or administrative analytical duties in the areas of budget, finance, grant administration, organization analysis, general administration, human resources or related field in general analytical work. Two years of supervisory or lead experience. Preferably in a municipal agency.

Licenses and Certifications: None.

Physical Demands and Working Conditions: This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to twenty-five pounds.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

The above statements are intended to describe the general nature and level of work being performed and are not intended to be an exhaustive list of all responsibilities, duties and skills which may be required. Occasionally, may work extended hours and weekends.

Special Information:

Classifications assigned to work in the Police Department require a thorough background process.