



Management Analyst

Department: Various

SUMMARY: Provides research, analysis, budget and reporting on a variety of topics to include, management of overall technical and administrative matters. Assists in planning, organizing and implementing the overall administrative activities and operations of the assigned department. Plans and coordinates a variety of projects. Provides complex administrative support to Directors, Division Managers and other high level City staff as directed.

ESSENTIAL FUNCTIONS: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

Manage new and ongoing projects and programs including but not limited to planning, design, configuration, budgeting and training of department director(s) and/or City staff; prepare customized user guides; draft and finalize various agreements and contracts.

Conduct management studies in the areas of policy development, organizational, budget and financial analyses; prepare and present staff reports and other necessary correspondence; recommend courses of action based on research and analysis; provide timely and accurate feedback to relevant parties on difficult and time sensitive inquiries, complaints and issues.

Review, revise, and maintain City and/or Department policies and procedures; make recommendations to improve operations and communications and work cooperatively to provide quality customer service both internally and externally.

Maintain relationships with other organizations. Works with City Council, various City departments and local businesses on special tasks and projects; presents management reports to City Council; act as liaison to all City staff to explain City and departmental policies, procedures, goals and objectives.

May develop or update project plans for information technology projects including information such as project objectives, technologies, systems, information specifications, schedules, funding and staffing in area of assignment.

May research, identify and acquire new software and updates to current software for various City departments.

May act as internal Department auditor; verify proper financial controls are in place; prepare journal entries and requests to transfer funds; verify expenditures are properly coded.

May participate in the preparation and administration of the City budget; attend various budget meetings; monitor, track and analyze department budget including but not limited to projections and reconciliation of accounts.

May provide supervision and/or training for administrative support, clerical and field staff.

May assist with development and monitoring of division/department performance and efficiency measures; research and make recommendations for process improvements.

May participate in cooperative contracts with other municipalities including representing the City at various procurement group meetings. Prepare requests for proposals, bids and other technical documents.

May manage a city-wide facility and rental procedures,

May serve as Department representative.

Support the City's policies, goals and objectives and work with management and other staff to achieve such goals and objectives.

KNOWLEDGE AND SKILLS:**Demonstrated Knowledge:**

City and Department procedures, policies and guidelines; Arizona Revised Statutes and records retention.

Research, statistics, analysis methods and techniques, planning programs and processes.

Budgetary development practices and procedures; effective policy development and implementation.

Principles and practices of effective project management, leadership, supervision and training.

Modern technology.

Skill in:

Establishing and maintaining cooperative working relationships with coworkers and other individuals in contact during the course of work; communicating clearly and concisely.

Critical thinking using logic and reasoning.

Operating a personal computer utilizing standard software such as Microsoft Office and some specialized software; functioning standard equipment.

Drafting and creating reports, policies, memos and various types of correspondence.

Applying statistical analysis to information.

MINIMUM QUALIFICATIONS:

Graduation from a college or university accredited by an agency recognized by the U.S. Secretary of Education or Council for Higher Education Accreditation (CHEA) with a Bachelor's degree or equivalent credit hours and three (3) years paid fulltime experience in professional level administrative, technical or operational support to include research and analysis, administration of programs, or project management.

LICENSE, CERTIFICATION AND/OR SPECIAL REQUIREMENTS:

Candidates who are selected for appointment may be required to be fingerprinted, if 18 or older; successfully complete a background investigation, employment verification and may be subject to a drug/alcohol test, medical, polygraph and/or psychological evaluation. Candidates who are appointed will be required to possess a valid driver's license to operate a vehicle in Arizona, or meet the transportation needs of the position.

Depending on assignment:

Must successfully complete and maintain training in basic PR/AED or CCR/AED within 6 months of appointment

May require a certified Parks and Recreation Professional (CPRP) credential within four (4) years of appointment

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in an office environment with occasional work outside in various temperatures. Some evenings, weekends and holiday work may be required. May require frequent sitting and continuous operation of a personal computer. May be required to perform a full range of motion with lifting and/or carrying items weighing up to 25 pounds.

Adopted: Aug 2000

Formerly: Management Assistant

Revised: Nov 2014, Aug. 2015, Jan. 2019, Nov. 2019