

## **POSITION GUIDE**

**Title:** Management Analyst  
**Department:** General Manager's Office  
**Reports to:** General Manager

### **NATURE OF WORK**

Under general supervision performs high level of administrative, technical and professional work concerning all areas of local government management.

### **ESSENTIAL FUNCTIONS**

Prepares a variety of studies, reports and related information for decision making purposes; conducts research analysis and prepares recommendations regarding proposals for programs, systems, service improvements, grants, budgets, equipment, etc.

Responsible for individual Town projects on a continuous basis in areas such as budget, technology and intergovernmental relations.

Presents project recommendations to General Manager, Department Heads and other staff. Prepares reports for submission by General Manager to the Board of Directors and other groups and individuals; assists in the preparation of the Board agenda; prepares, distributes, and tracks progress of Board referrals; makes presentations to staff, Board of Directors, boards and commissions, civic groups and the general public.

Assists in the preparation and administration of annual budget; reviews and analyzes budget requests, expenditures, and revenues with other key staff.

Researches grant programs; assists in the preparation and submissions of grant applications.

Carries out a variety of routine administrative procedures; maintains records; provides information; responds to inquiries from the public and staff regarding administrative procedures; receives public and provides customer assistance.

### **OTHER FUNCTIONS**

Assists in conducting special studies or analyzes Town operations, as required.

Performs staff research and administrative assignments, as required.

Serves on committees as assigned by General Manager.

May assist in preparation of Capital Improvement budgets and comprehensive annual financial report.

Performs other duties as assigned.

## **Management Analyst Continued**

### **DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of the principles and practices of modern public administration and related research methods and techniques; knowledge of municipal budget preparation and administration.

Ability to analyze and evaluate the effectiveness of work programs and procedures.

Ability to establish and maintain effective working relationships with public officials and administrative personnel.

Ability to express oneself clearly and logically in both oral and written form.

Ability to prepare factual reports and to make reasonable conclusions and recommendations.

### **PHYSICAL AND MENTAL EFFORT/ENVIRONMENTAL WORKING CONDITIONS**

Must be mobile, able to push/pull/lift objects of less than 20 pounds and able to sit for prolonged periods. Able to perform moderately difficult manipulative skills and skills which require hand-eye coordination, such as keyboard skills or using a calculator.

Must be able to see objects closely, as in typing a report; hear normal sounds with some background noise, distinguish voice patterns and communicate through human speech, as in answering a telephone.

Must be able to concentrate on fine detail with constant interruption, attend to task for 60 minutes or more, remember multiple tasks given to self and others over long periods, and understand the theories behind several related concepts.

Ability to get along with co-workers, supervisors, customers, and public at large.

May be exposed to: dust, Electro-magnetic radiation as in computer screens.

### **MINIMUM TRAINING AND EXPERIENCE**

Master's Degree in Public Administration, Business Administration or a closely related field plus two (2) years of experience relating to municipal budget or local government, or suitable experience may be substituted for educational attainment if deemed appropriate by the General Manager or his designee.

***THE ABOVE DESCRIPTION IS ILLUSTRATIVE. IT IS INTENDED AS A GUIDE FOR PERSONNEL ACTIONS AND MUST NOT BE TAKEN AS A COMPLETE ITEMIZATION OF ALL FACETS OF ANY JOB.***

Approved, Board of Directors: Action #399-01: December 11, 2001

Approved, Board of Directors: Action #477-04: November 16, 2004