

Job Title: MANAGEMENT ANALYST

GENERAL FUNCTION:

Under general direction of the Chief Financial Officer and working in conjunction with the Assistant City Manager, Human Resources Director, and Public Works Director, works cross-departmentally to develop and support a strong and fiscally responsible organization, by providing strategic budget and financial analysis and Capital Improvement Plan coordination.

DUTIES AND RESPONSIBILITIES:

(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)

1. Contribute to a positive work environment
2. Performs a variety of research, analysis and evaluations related to department and/or city-wide special projects including the preparation, review, evaluation and monitoring of budgets, CIP projects; works closely with Chief Financial Officer on the fiscal tracking and allocation of budgets and eligible funding sources for capital projects.

Maintains accurate and up-to-date project data and financial records; develops and uses spreadsheets, databases and other computer applications to manage project activities and track associated costs.

Participates in budget development; CIP policy development; operational efficiencies; organizational improvement; revenue generation; and cost-benefit/feasibility studies.

Coordinates with CIP Project Managers regarding their oversight of assigned projects. Provides assistance whenever appropriate and necessary.

Plans, organizes, and conducts project activities and events, including carrying out logistical arrangements; provides appropriate and timely communication of project status.

Provides strategic budget and personnel analysis for the Human Resources Department.

Responds to citizen inquiries and serves as technical resource; acts as liaison to internal and external contacts; represents the City in community and professional meetings.

Priority Capital Improvement Plan projects may include water infrastructure improvements, new police station facility, and aquatic community center. Departments of focus may include Public Works, Parks and Recreation, Police Department, and Economic Development.

3. Participates in the planning, development, implementation and administration of departmental budgets/City-wide budget. Performs difficult and responsible assignments in connection with

preparation of said budgets. Develops financial plan projects and documents; prepares revenue and expenditure analysis and forecasting; staffing analysis and budget status.

May assist the Accounting Manager with the preparation of month-end financial reports, including but not limited to reconciliation of accounts, performance measurement reporting and ensuring financial and written information are consistent; prepares other financial reports as requested by the Chief Financial Officer; performs periodic financial studies and analysis for public bodies and City management.

JOB SPECIFICATIONS:

1. Job Preparation:

Associate's Degree in finance, business administration, political science, statistics, economics, public administration or related field required and three plus years of experience in financial analysis and spreadsheet development.

Considerable knowledge of generally accepted accounting practices, financial operations and reporting methods, and capital improvement project planning. Considerable research, project management, and analysis as it pertains to projects of a financial nature.

Ability to communicate technical information in a concise and easy to understand format. Must have excellent communication skills to be successful in this position.

Proficient in Facebook, Twitter, Drupal (website) and Mail Chimp (email) tool management, as well as emerging technologies as needed.

Any combination of education, training, or experience that provides the required knowledge, skills and abilities as determined by the hiring authority, will be considered.

2. Supervision:

Received: Work is performed highly independently with general supervision from the Chief Financial Officer. The Chief Financial Officer, Assistant City Manager, Director of Human Resources, and Public Works Director/City Engineer will be responsible for assigning projects and reviewing work for results obtained and conformance with established procedures.

Exercised: Supervision of others is not a normal responsibility of this position. May assist in training, lead work responsibilities.

3. Communication:

Has frequent communications with all departments to request and provide information concerning financial matters.

Occasionally provides information to City Council members.

Relationships that must be maintained with organizations outside the City include: citizens, vendors, banks, auditors, lawyers, and other governmental entities.

4. Cognitive Functions:

Work is governed by written City and departmental policies, procedures, and ordinances, the principles, practices, methods and techniques of financial analysis and forecasting, including statistical modeling techniques; principles, practices and methods of administrative, organizational, economic and procedural analysis; principles and practices of public administration. Including purchasing, contracting and maintenance of public records; principles, practices and methods of municipal budget development and management; basic principles, tools and techniques of project planning and management and Federal, State and local laws, regulations and court decisions applicable to assigned areas of responsibility.

Performs duties of Accounting Manager position in the Accounting Manager's absence.

5. Working Conditions:

Typical work environment is an office setting. May be required to attend night meetings.

6. Resource Accountability:

Must safeguard and maintain financial records of all city assets.

Maintains all accounting records, including: general ledger; budget; subsidiary ledgers; financial statements and audit papers

The job classification does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.