

CITY OF WEST LINN

JOB DESCRIPTION

Job Title: MANAGEMENT ANALYST

Department: PW Engineering	FLSA Status: Non-Ex
Employee Group: AFSCME	Salary Grade: H
FTE Status: Full Time	Date: January 2019

GENERAL FUNCTION:

Under general direction of the Department Director provides varied professional administrative/analytical support; coordinates, develops and/or implements projects/ programs which have a broad impact within the City meeting specific needs of the department, community or City; and fosters cooperative working relationships among departments and with the community.

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 programs/projects including the preparation, review, evaluation and monitoring of departmental budget, contracts, purchasing, grants, resolutions, procedures, work standards, or other special 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.

Plans, organizes, and conducts project activities and events, including carrying out logistical arrangements; provides appropriate and timely communication of project status to the Director, the department, and/or community.

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

Assists in the development of short and long range plans; gathers, interprets and prepares data for studies, reports and recommendations; coordinates activities with other departments, agencies and contractors as necessary.

Prepares grant applications from a variety of sources including regional, state, federal or private sources. Administers grant fund disbursement and documentation requirements.

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

Prepares agenda reports and staff reports as assigned. May make presentations to City Council, advisory committees, civic groups or general public as assigned. Prepares and delivers speeches, presentations, resolutions, ordinances, and contracts.

5. May be assigned department specific administrative and support service tasks to assist the Director in management of the department including other duties as assigned.

JOB SPECIFICATIONS:

1. Job Preparation:

Minimum of an Associate's Degree in finance, business administration, political science, statistics, economics, public administration or related field required and three (3) plus years of experience in project management, public administration, or a field related to the pertinent department. A four-year college or university degree is preferred.

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 including English usage, grammar, spelling, vocabulary, and punctuation. Must be able to communicate in person, over the telephone, and in writing effectively with the public, vendors, contractors, and staff.

Working knowledge of modern office practices, methods, and computer equipment including computer applications related to the work.

Possession of additional specialized knowledge, skills and abilities pertinent to the assignment.

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 Department Director.

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 city business 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.

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 city assets.

Maintains departmental budget records, grants, and special project records assigned to them.

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.

Job Description modified 3/2012, 3/2017, 01/2019

Employee Signature

Date