



## Management Analyst

Department: **Public Works / Engineering**                      Class Code: **27**  
Reports to: **Public Works Director**                              FLSA Status: **Exempt**

### **GENERAL PURPOSE:**

Under the general direction of the Public Works Director, provides professional-level technical, analytical, organizational and administrative support to department director, managers, supervisor and crews. Plans, manages, and oversees all office administration and clerical activities of the Public Works / Engineering Department. Performs senior level, specialized and complex duties, which require effective planning, staff management, and resource allocations, which require a comprehensive knowledge of Town and department functions, policies, and procedures. The position also requires increased technical knowledge and independent judgment to coordinate all Public Works and Utility activities. Manages the administrative, budgetary and procurement needs of the department including budget development, complex analysis and forecasting. Manages special projects. Evaluates and enhances the department's technical and administrative processes. May supervise other administrative or clerical staff.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Works with the Department and Division heads to plan, organize, and implement programs on matters affecting assigned areas of responsibility.
- Assists in preparing presentations and proposals for approval and submission to the Town Council.
- As directed, meets and corresponds with various departments/divisions, and professional, business and other groups to answer questions and secure their help in carrying out various projects.
- Assists in the review and oversight of complex budget, operations and program analysis, forecasting and reporting.
- Oversees, plans and directs day-to-day activities; prioritizes and resolves complex meeting schedules; coordinates meeting resources and travel. Prepares meeting agendas and presentation materials; takes and transcribes meeting minutes and prepares documents for distribution.
- Manages departmental projects, grants and programs.
- Researches, writes and administrates grants.
- Performs routine and complex administrative work in coordinating formal and informal bid processes; Provides guidance and support with general purchasing activities related to purchase orders. Ensures procurement policies and procedures are followed.
- Coordinates and performs extensive research for special projects; collects information on operational and administrative problems and performs comprehensive analysis; synthesizes information and makes recommendations on policy issues.
- Coordinates, receives, responds to and resolves citizen requests for information, inquiries, concerns, complaints and problems.
- Handles the department accounts payable and processes purchase orders and invoices. Assists supervisors with managing payments, tracking invoices and purchase order balances.
- Assist in preparing budget documents and monitoring budgets. Performs various budgetary functions of the departments, including monitoring, and analyzing the operating budget for assigned programs; monitoring

and approving expenditures of funds; and auditing various accounts to ensure accuracy and compliance in the handling and use of funds.

- May supervise the administrative staff and administrative functions.
- Processes, assigns responsibilities, and responds to citizen inquiries and records requests.
- Orders office supplies and manages petty cash funds.
- Assists with contract management and procurement processes.
- Evaluates work procedures, studies, and recommends policies and procedures to improve efficiency and effectiveness of office operations.
- Conducts research and special projects.
- Composes correspondence and other documents on a wide variety of subjects requiring knowledge of the procedures and policies of the assigned Department; creates, edits and processes memoranda, legal and technical documents and other communications.
- Maintains department files; collects and compiles statistical data; develops and creates a variety of technical and statistical reports; updates manual and computer records and tracking systems; creates management reports.
- Updates and maintains databases, files and records in automated information systems; enters data into system files and databases; researches and retrieves information from databases; creates statistical reports and summaries from data; and generates automated reports from systems.
- Prepares various reports (e.g., monthly activity, budgetary, financial, statistical, etc.) to provide accurate information, to make projections and recommendations, and to identify trends.
- Performs related duties as required or assigned.

**MINIMUM QUALIFICATIONS:****Education and Experience:**

Bachelor's degree in business or public administration or related field and five years of related professional level experience or an equivalent combination of education, training and experience within a public jurisdiction. Minimum of two years previous supervisory experience.,

**Required Licenses or Certifications:**

Possession of a valid State of Arizona driver's license.

**Required Knowledge of:**

- Municipal government policies, procedures, regulations, operations and services. Public Works experience highly desirable.
- Executive administrative support duties in the support of a department head.
- Business management and office administration processes and procedures, including accounting, budgeting and purchasing.
- Principles and practices of effective employee supervision.
- Microsoft Office Suite skills including MS Word, Excel, PowerPoint & Outlook.
- Basic principles and practices of bookkeeping, cash receipting, cashiering, data entry.
- Uses and applications of personal computers, and various software applications.

**Required Ability to:**

- Use initiative and independent judgment within established procedural guidelines.
- Read various documents and memos from other departments, inter-agency and vendors. Also, the ability to interpret grant booklets and applications, request for proposals, policies and procedures manual, articles and legislation documents.
- Assist in the development, management and monitoring of multiple, complex budgets, including analysis, reporting and forecasting.
- Assist in managing major projects and programs from inception to conclusion.

**JOB DESCRIPTION**

**Management Analyst**

- Apply college level math and statistics, to include addition, subtraction, multiplication, division, percentages, financial formulas, statistical calculations and projections.
- Write documents, i.e., letters, proposals, grant reports, prepare financial documents and other related business documents.
- Use considerable initiative and independent analytical and evaluating judgment. Department policies and /or procedures concerning administrative work and related fiscal management policies are developed and/or recommended.
- Interpret a variety of technical instructions and program requirements.
- Assess and prioritize multiple tasks, projects and demands.
- Maintain composure and work effectively under stressful conditions.
- Communicate effectively, both orally and in writing.
- Prepare and write reports and business correspondence.
- Develop and maintain complex spreadsheets, manage databases and work order systems.
- Establish and maintain various manual and automated records and filing systems.
- Operate a personal computer utilizing a variety of business software.
- Research, gather, manipulate, analyze and evaluate information and statistics.
- Provide and oversee others in providing effective customer service and dealing tactfully and courteously with the public.

**Physical Demands / Work Environment:**

- Work is performed in a traditional office environment. Physical demands may include sitting for extended periods of time and typing. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 20 pounds. May operate a Town vehicle to run errands.

Core values: Integrity, Teamwork, Respectful Communication, Service, Leadership, Innovation

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step
	5/2023			27	Exempt	

APPROVED: Laura Kyriakakis, Human Resources

DATE: 5/16/2023