

MANAGEMENT ANALYST

DISTINGUISHING FEATURES OF THE CLASS:

This is a managerial position responsible for assisting the City Administrator in the administration of City government, grant programs, and operating budget. Research and analysis of departmental functions is done to evaluate cost and program effectiveness to provide information necessary for policy recommendation and formulation and grant coordination. This position serves as a liaison between the City Administrator's office and the administrators of operating departments. The incumbent works under the general supervision of the City Administrator with considerable leeway allowed in the exercise of independent judgement.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Identifies grant opportunities and administers grants including follow up to ensure claims are made for funding;
2. Assists in the overall planning, preparation and execution of the city budget;
3. Reviews and analyzes budget requests and prepares recommendations;
4. Confers with departmental personnel on personnel and budget matters and makes recommendations;
5. Assists in the development of standards and criteria to evaluate City programs;
6. Collects and analyzes data on economic, demographic, and sociological characteristics which have an impact on the development of policies, programs and procedures;
7. Reviews new and proposed federal, state, and local legislation to determine the impact on City fiscal policy and management procedures;
8. Prepares a variety of fiscal and narrative reports;
9. Represents the City Administrator at various meetings, conferences and to members of the community;
10. Coordinates and researches specific projects for the City Administrator;
11. May assist with the negotiation of contracts.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of public administration necessary to aid in the administration of city government;

Knowledge necessary to prepare grant funding paperwork and reports relative to the distribution of grant funds;

Knowledge of governmental budget and finance principles, procedures and practices necessary to assist with the operating budget;

Knowledge of research methods and techniques needed to coordinate, conduct and participate in research projects;

Ability to conduct organizational and operational evaluations and make recommendations or suggest alternative solutions;

Ability to develop and maintain effective working relationships with a wide variety of groups and individuals;

Ability to communicate effectively, both orally and in writing;

Ability to direct the work of others;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

MANAGEMENT ANALYST (Cont'd)

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in business, public administration, political science, economics, accounting or a related field and (1) one year of experience in budgetary and financial control or administrative management activities;
- OR: (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in business, public administration, political science, economics, accounting or a related field as indicated above and (3) years of work experience as described above.
- OR: (C) An equivalent combination of the training and experience as indicated in (A) and (B) above.

BS0228

ADOPTED: 2/21/01