CIVIL DIVISON CLASS SPECIFICATION	**MANAGEMENT ANALYST**	
DATE ADOPTED: 2/21/2021	LAST REVISION: 9/15/2026	

DISTINGUISHING FEATURES OF THE CLASS:

This is a managerial position responsible for assisting Municipal Administrators in the administration of municipal government, grant programs, operating budget and coordinating of daily operations. 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 Administrator's office and the administrators of operating departments. The incumbent works under the general supervision of the Municipal Administrator with considerable leeway allowed in the exercise of independent judgement.

TYPICAL WORK ACTIVITES:

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. Reviews and analyzes budget requests and prepares recommendations and assists in the overall planning, preparation and execution of the municipal budget;
3. Coordinates projects and initiatives involving multiple departments, committees, consultants, and government agencies and regularly report to Supervisors, Boards and administrators;
4. Develops annual strategic priorities with Supervisors, Boards and administrators; identifies funding opportunities that support municipal strategic priorities;
5. Assists in the development of standards and criteria to evaluate municipal programs; Collects and analyzes data on economic, demographic, and sociological characteristics which have an impact on the development of policies, programs and procedures;
6. Researches, develops, coordinates implementation and oversees new policy initiatives;
7. Reviews new and proposed federal, state, and local legislation to determine the impact on fiscal policy and management procedures;
8. Prepares a variety of fiscal and narrative reports, briefing materials, resolutions and presentations;
9. Represents the Municipal Administrator and municipality at various meetings, conferences, public forums and to members of the community;
10. May assist in labor relations, contract negotiations, and personnel matters.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of public administration necessary to aid in the administration of municipal 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.

MINIMUM QUALIFICATIONS:

EITHER: (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) 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.

NOTE: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

CIVIL DIVISION USE ONLY:

JURISDICTIONAL CLASSIFICATION: Competitive
REVISION HISTORY: 9/15/26