

City of Florence
Management Analyst

DEPARTMENT:	City Manager's Office	REPORTS TO:	City Manager
CLASSIFIED:	Confidential, Full-Time	POSITION STATUS:	Non-exempt
DATE:	April 2017	COMPENSATION:	22.09-30.53/hr
Approved:	April 24, 2017		

PURPOSE OF POSITION:

Under general direction of the City Manager, provides varied professional administrative and analytical support to the programs and services pertaining to all areas of local government, with particular responsibilities in programs supported by the City Manager's Office (CMO). The CMO is the central administrative department of the City and works closely with all departments and the City Council. The CMO includes the City Manager, City Recorder, Human Resources, City Council support, Records Management, Economic Development, Urban Renewal, Public Information, Information Technology, Project Management, Emergency Management, and other Special Projects.

The Management Analyst will participate in a range of projects contributing to the continued success of various organization-wide initiatives. The Management Analyst provides support to assigned departmental and/or divisional projects and programs; analyzes programmatic practices and procedures and makes recommendations for organizational, operational, policy, and procedural improvements; conducts needs analysis, feasibility studies, and program evaluations for assigned projects and programs; develops, summarizes, and maintains administrative and fiscal records; fosters cooperative working relationships among City departments and acts as liaison with various community, public, and regulatory agencies; and performs related work as required. Specific assignments will vary depending on skills, abilities, education, and interests specific to the successful candidate and areas of need within the organization.

ESSENTIAL JOB FUNCTIONS: *The list of duties is a representative sample of the work appropriate to this position and does not include all the duties that may be assigned by the City Manager. The incumbent may perform a combination of some or all of the following duties:*

1. Support the City Manager, City Manager's Office staff, Management Team, and City Council as needed.
2. Prepare correspondence, reports, legislative analysis, and special projects.
3. Work effectively with city staff, outside agencies and community groups to foster relationships and closely collaborate with regional partners to leverage resources and create synergies that result in effective public service to our citizens and visitors.
4. Conduct analysis related to administrative, fiscal, personnel, and operational issues and organizational studies and develop recommendations based on findings, identify issues, and analyze alternatives.
5. Assist in implementing and developing policies, new systems, methods and procedures, monitor program progress, goals and objectives, update management to advise on project progress and adjust as necessary.
6. Oversee and coordinate assigned services and projects with other City groups, boards, external organizations and general public.
7. Participate in budget development, analysis, tracking, and reporting.

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8. May represent, participate in, and make presentations for the City at professional meetings, civic groups, schools, employee groups and City departments.
9. Effectively and courteously deals with the public, government officials and citizens over the telephone as well as in person.
10. Must be able to use critical thinking and independent judgment in handling confidential and sensitive issues.
11. Responsible for maintaining complex sets of records, files and other official documents.
12. Performs other duties of a similar nature or level.

Position shall follow all safety rules and procedures established for work areas.

QUALIFICATIONS:

Knowledge of:

- Federal, State, and municipal rules, regulations, policies, principles, practices, procedures, codes, and ordinances related to municipal government and public administration.
- Principles of research, analysis, data gathering and sources of information pertinent to public sector administration while maintaining complex records, files and official documents, preparing clear and concise reports.
- Modern principles and practices of public administration, public program administration, and governmental public relations with elected officials, task committees, one-on-one, group or presentation situations, community organizations, citizens, business and professional groups.
- Experience in critical thinking and independent judgment in handling confidential and sensitive issues.
- The uses and applications of personal computers/software/web necessary to effectively manage programs, communicate with the public, and complete assigned and complex tasks. Must be proficient in Microsoft Office products.
- A variety of office equipment, practices and procedures.

Skills in:

- Performing a wide variety of complex and diverse advanced level professional and technical administrative duties including those requiring a significant level of expertise responsibly, professionally and independently.
- Statistical analysis and research, business correspondence and public communication techniques, including social media.

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Ability to:

- Comprehend and analyze organizational and procedural problems and make sound recommendations and conclusions.
- Write communications to persuade, train, and for technical purposes.
- To format and make simple computations and tabulations with speed and accuracy.
- Utilize public relations techniques in responding to inquiries and complaints.
- Adhere to prescribed routines, maintain confidentiality and establish working relationships with co-workers.
- Attend City Council meetings and other after hours' meetings or events as needed.

Must be able to work in a busy and stressful work environment. Must be tactful and able to keep confidences. Must be able to meet deadlines and work independently.

Must have the ability to work independently, be politically astute, work proactively, and be able to anticipate needs.

Education and Experience:

Bachelor's Degree required, Master's Degree preferred. Education supplemented by additional course work or training in Public or Business Administration or other related field and at least two years of administrative experience in municipal government preferred. A Master's degree in Public Administration, Business Administration, or a related field will be considered as relevant experience.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit for long periods, to reach and manipulate objects, tools or controls. Duties involve moving materials weighing up to 10 pounds, and occasionally weighing up to 30 pounds.

WORKING CONDITIONS:

Usual office working conditions. The noise level in the work environment is typical of most office environments.

SUPERVISION RECEIVED:

Works under the general supervision of the City Manager or designee.

SUPERVISORY RESPONSIBILITIES:

N/A