

## City of Oregon City

## Position Description

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|-----------------------------------|------------------|
| Position: Management Analyst      | AFSCME           |
| Department/Site: Various          | FLSA: Non-Exempt |
| Evaluated by: Department Director | Salary Grade: 37 |

### Classification Summary

Under general supervision of the assigned department, the Management Analyst analyzes programs, processes, procedures or related business matters to identify and recommend solutions to management and organizational issues. Coordinates, develops and implements special projects and programs which have a broad impact and are designed to meet specific needs of the community or City. Coordinates projects with staff, the public, and/or outside agencies. Areas of focus may include budget/financial, emergency and risk management, operations efficiency, productivity, revenue generations, service and/or performance management.

This position also performs high-level accounting, auditing and fiscal management duties; designs, modifies and analyzes financial records/system and produces forecasts of business/operating expenses and economic/financial conditions for departments use in making program decisions.

### Distinguishing Characteristics

The Management Analyst is a professional level analyst position and is distinguished by their ability to critically analyze organizational operations, identify areas for improvement, gather data, interpret findings, and develop actionable recommendations to enhance efficiency and effectiveness through data-driven insights. Employees in this position often work closely with others in the department to implement changes across various aspects, including strategy, processes, and systems. Employees in this position are responsible for independently performing a variety of tasks, depending on the department assigned to.

### Typical Duties and Responsibilities

*The list of duties is a representative sample of the work appropriate to this class and does not include all the duties or specific tasks that may be assigned to a particular position. The incumbent may perform a combination of some or all the following duties:*

- Conduct research and perform studies and prepare reports containing proposed or recommended solutions or courses of action.
- Assist in developing goals, objectives, policies, procedures, work standards, and administrative control systems.
- Respond to difficult issues raised internally or by members of the public, coordinating responses with other staff or outside agencies as appropriate. Provide information, explain processes, and give advice; make recommendations for resolution.
- Coordinate department-specific programs; plan, organize, oversee, and direct all aspects of assigned programs, including legal and regulatory compliance; coordinate with private businesses and governmental agencies regarding the program as needed.
- Manage assigned contracts and projects to achieve goals within available resources. Review progress of contracts and grants and hold contractors accountable for terms of contracts.

- Represent the City at various local, regional and statewide meetings, serve on committees. Gather, synthesize and filter information obtained at these meetings for use by a department director, City Manager and/or City Commission.
- Make presentations to City Commission, advisory committees, citizen involvement committee, civic groups and the general public as assigned. Prepare and deliver speeches, presentations, resolutions, ordinances, contracts, administrative policies.
- Prepare recommendations for the implementation of new systems, procedures or organizational changes.
- Prepare grant applications from a variety of sources including regional, state, federal or private sources. Administer grant projects and necessary grant reporting requirements, both internally to the Finance Department and externally to the grantor.
- Exercise independent judgment and initiative and apply knowledge of organizational programs and procedures in meeting a wide variety of problems involving public, intergovernmental and interdepartmental relations.
- Provide public information for the City; Assist with news releases and official statements; Coordinate and edit newsletters or articles; Design displays, visual arts and web page information.
- Administer and monitor department/program/project budgets. Assure that assigned projects are performed within budget; monitor contracts to ensure accountability for quality work products, service delivery and cost controls.
- Compose correspondence, reports, ordinances, resolutions and other informational material as assigned. Create, track, and maintain records in an efficient and functional manner.
- Perform other duties as assigned.

## **Minimum Qualifications**

### **Knowledge**

This position requires specialized knowledge of:

- Principles, practices and techniques of local government and public administration. General understanding of the procedures of the assigned department including an understanding as to how these relate to the City organization as a whole.
- Grant procedures.
- Policy analysis and program evaluation.
- Project management and research.
- Municipal budget process and procedures and financial management (if applicable).
- Advanced skill in database preparation and manipulation, designing spreadsheets, Power Point presentations, word processing and financial software.

### **Skills and Abilities**

This position requires the ability to carry out, but is not limited to, the following functions:

- Plan, organize, manage, and integrate the activities of a department to meet City and department business and public service objectives.
- Plan, organize, manage, and implement facility projects, land acquisitions, and contracts.
- Ability to provide effective leadership and coordination in developing solutions and recommending new techniques.

- Plan, implement, and evaluate programs and make sound recommendations for improvement.
- Organize work, set priorities, and exercise sound independent judgment within areas of responsibility. Define issues, analyze problems, evaluate alternatives, and develop sound, independent conclusions, and recommendations.
- Effectively prepare and present departmental reports, grants, and research projects. Develop, review, monitor, and control assigned budgets and revenue. Requires the ability to negotiate effectively on behalf of the City.
- Coordinate and participate and partner with other agencies, departments or community organizations to design and implement programs.
- Work as a contributing team member, work productively and cooperatively with other teams and external customers, and convey a positive image of the City.
- Excellent oral and written communication abilities.
- Facilitate public input processes and public meetings
- Draft, negotiate and oversee contracts for special projects and studies
- Coordinate and resolve conflicting points of view to obtain successful outcomes
- Research legal issues, draft and present recommendations to the team.
- Establish and maintain effective working relationships with employees, other agencies, officials and the general public.
- Exercise resourcefulness, tact and perspective in developing solutions and new techniques.
- Assemble, organize and present statistical, financial and factual information derived from a variety of original and secondary sources utilizing a variety of media.

### **Education, Training, and Experience**

A typical way to obtain the required knowledge and abilities would be to obtain a bachelor's degree in Business Administration, Public Administration or a field related to the pertinent department. Any combination of training and experience which provides the required knowledge and abilities is qualifying.

### **Other Requirements**

- Must pass a criminal background check.
- Valid driver's license required.

### **Working conditions/Physical and Mental Demands**

The incumbent will perform work of a sedentary to moderately active nature. Requires sufficient ambulatory ability to sit for extended periods of time, move to project locations, stand for intermittent periods of time, and to bend, stoop, crawl, and reach for limited periods of time to retrieve work materials. Requires sufficient arm-hand-eye coordination to operate a computer keyboard and peripheral equipment. Requires visual acuity to create and read three-dimensional and detailed drawings and observe structural work-in-progress. The position requires the ability to lift, push, and pull up to 40 pounds on an occasional basis. Manual dexterity and coordination are required to operate equipment such as computers, keyboards, and other standard office equipment. Work is primarily performed in an office environment, sometimes in confined spaces with noise variations, dust, and limited ventilation, and travel between city locations is required.