

City of Salem
CLASS SPECIFICATION

CLASS. TITLE:	Management Analyst I	CLASS. CODE: 0085
DEPARTMENT:	Various	FLSA: E
REPORTS TO:	Various	DATE: 7/1/2002

Job Summary:

Performs technical work including analyzing management and operational problems and preparing reports of conclusions and recommendations.

Essential Job Functions

(All functions may not be performed by all incumbents.)

1. Conducts assigned research, procedural and administrative studies of a variety of operational, financial and management fields. Defines problem areas and evaluates available information. Interviews personnel involved, secures additional resources and develops information related to the issue being evaluated.
2. Compiles research findings, studies possible courses of action and evaluates advantages and weaknesses of various approaches. Discusses tentative solutions with other administrative and technical staff and prepares reports.
3. Defends and discusses recommendations, studies proposed modifications and assists in the implementation of programs and training as approved. Suggests or participates in modifications as indicated by pilot or full program results. Prepares progress reports.
4. Represents department in meetings with other City staff, community groups, commissions, advisory boards and other public bodies. Makes presentations to City Council on selected subjects.
5. Prepares a variety of reports, statistical and budget information and public education materials. May act as a liaison for the department with the media.
6. Drafts or reviews reports and other written communications being presented by the Department to City Council or other public bodies.
7. Handles complaints and questions from the public and is involved in resolving problems and conflicts related to assigned programs. Coordinates with local business and industry to provide information on programs and provides training.
8. Plans, organizes, assigns and reviews the work of clerical staff including hiring decisions, performance appraisals, responding to grievances and issuing discipline.
9. Conducts training for employees and the community on issues such as Hazardous Materials.

Important Job Functions

1. Attends meetings and various training seminars and conferences as required.
2. Performs other duties as required by supervisor.

MATERIAL AND EQUIPMENT USED:

- Desktop computer
- Calculator
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

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MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited college or university in public administration, business administration or a related field; and,
Three (3) years of experience in a related field; or,
Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

License(s) and Certification(s):

- Valid Oregon Driver's License may be required.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Principles and methods of organization and management analysis, work measurement, and work simplification.
- Practices and principles of business and public administration.
- Contemporary office practices and procedures and basic office software products.

Ability to:

- Exercise resourcefulness, tact and leadership in developing studies, preparing and explaining recommendations and assisting in the actual implementation of revised or new programs and procedures.
- Operate computers and word processing, database, and spreadsheet software.
- Communicate effectively verbally and in writing to a wide range of individuals.
- Speak and present effectively in front of large groups.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Maintain required work hours and attendance.

Physically able to:

- Sit, keyboard, write, hear and speak for extended periods.
- May stand frequently for extended periods.
- Bend, kneel, stoop or climb.
- Lift up to 20 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.