

City of Salem
CLASS SPECIFICATION

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| CLASS. TITLE: | Management Analyst II | CLASS. CODE: 0096 |
| DEPARTMENT: | Various | FLSA: E |
| REPORTS TO: | Various | DATE: 7/1/2002 |

Job Summary:

Manages section(s) or group(s) within a division and/or provides advanced analysis of a wide range of administrative and operational issues through administrative staff.

Essential Job Functions

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

1. Provides a central role in the development of department-wide policies that significantly affect department operations. Defines problems or issues, conducts research, works with other city departments or agencies on formulating recommendations. Upon adoption of recommendations, is responsible for implementation and monitoring of special projects for effectiveness.
2. Represents the Department Director in determining sources of revenue and developing recommendations. Presents reports to City Council or to other agency governing bodies. Represents the department at legislative hearings, at various boards or commissions and/or assists in representing management/the department during labor negotiations.
3. Supervises and evaluates professional, technical and clerical staff providing central administrative support services such as payroll, clerical support, accounting, charge back systems, and records management; or supervises and evaluates a specialized operations unit such as management of departmental records or computer system services.
4. Prepares contracts and agreements, requests for proposals and other documents. Performs related negotiations as necessary and enforces compliance for various services providers.
5. Operates as fiscal officer for the department coordinating the collection of budget request information from each division, compiling the information, working with Department Director and management team to prioritize budget information. Attends budget meetings with Department Director; implements and monitors approved budget.
6. Coordinates the collection and submission of Capital Improvement Projects in planning for department equipment and facilities.
7. Prepares a variety of reports, statistical information and public education materials. Acts as a liaison for the department with the media. Performs data analysis using appropriate applied mathematical techniques.
8. Drafts or reviews reports and other written communications being presented by the department to City Council or other public bodies.
9. Staffs the City of Salem Revenue Task Force and Tax Restructuring Committee. Reports to the Assistant City Manager in providing research and statistical information regarding alternative taxes and other sources of revenue for such committees.
10. Coordinates the Telecommunications Team with members from several departments. Identifies issues requiring Team attention. Collaborates with staff in other cities, regionally and nationally to investigate and resolve municipal advocacy concerns in telecommunications.

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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.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited college or university in public administration, business administration, computer services or a related field; and,
Five to seven (5-7) 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.
- Certified Facilities Manager may be desirable.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Principles and methods of organization and management analysis, operations management, fiscal administration and the use of electronic spreadsheets, PC databases and word processing in analysis and report preparation.
- Knowledge of local, state and federal regulations concerning telecommunications, industry standards and municipal management of the public right of way may be required.
- Practices and principles of business, public administration and work related to area of assignment.
- Cost management, generally accepted accounting practices and public procurement processes may be required.
- Statistical methods used to analyze data including such methods as regression analysis and time series mathematics.
- Contemporary office practices and procedures and basic office software products.

Ability to:

- Supervise a large unit of personnel.
- Translate generalized knowledge of management analysis techniques to the particular issues assigned.
- Communicate effectively verbally and in writing to a wide range of individuals.
- Negotiate contract agreements and evaluate contract compliance may be required.

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- Exercise resourcefulness, tact and leadership in conducting studies, preparing and explaining recommendations and assisting in the actual implementation of revised or new programs and procedures.
- Speak and present effectively in front of large groups.
- Work independently and make decisions with minimal supervision.
- 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.
- 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.