

GENESEE COUNTY

MANAGEMENT ANALYST

DISTINGUISHING FEATURES OF THE CLASS: Provides a variety of routine and complex analytical, administrative and technical work in the analysis of programs, services, systems, policies and procedures to devise the most efficient and effective methods of accomplishing the work of the city/county government. Works under the general supervision of the Manager/Administrator. May exercise supervision over clerical, temporary or other staff, as assigned. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Manages assigned operations to achieve goals within available resources; plans and organizes workloads; reviews progress and makes changes as needed;
Assists in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates activities with other departments and agencies, as needed;
Provides professional advice to supervisor;
Makes presentations to supervisors, boards, commissions, civic groups and the general public as assigned;
Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; assists in the preparation of annual budget requests;
Reviews and evaluates programs and services to determine how well they meet the legislative intent of the governing body;
Gathers and organizes information on problems or procedures including present operating procedures;
Organizes and documents findings of studies and prepares recommendations for implementation of new systems, procedures or organizational changes;
Confers with personnel concerned to assure smooth functioning of newly implemented systems or procedures;
Prepares a variety of studies, reports and related information for decision-making purposes; conducts research, analysis, and prepares recommendations regarding proposals for programs, grants, services, budget, equipment, etc.;
Analyzes and evaluates applicability of collected data;
Prepares statistical tabulations on collected data;
Interviews individuals to obtain data or draft correspondence to answer inquiries;
Reviews and keeps current on new laws and regulations affecting the organization;
Assists in the development of notices, flyers, brochures, newsletters, media releases, news articles, and other informational materials about programs and services;
Researches grant programs; prepares grant applications;
Attends seminars and workshops related to administrative duties and responsibilities;
Serves as a member of various employee committees.

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The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL

CHARACTERISTICS: Good knowledge of the principles and practices of public administration; good knowledge of local government organization and functions; good knowledge of basic research procedures used in management and financial analysis; ability to understand, interpret, and analyze quantitative data; ability to understand, interpret, and analyze complex and detailed written material; ability to organize material and prepare effective narrative and financial reports, and business correspondence; ability to plan and organize individual workload and meet established deadlines; ability to plan, organize, and monitor the workload for clerical and technical staff for assigned projects; ability to establish and maintain effective working relationships with internal staff and with representatives from other departments and agencies; ability to operate a computer using software related to the reporting and analysis of financial data; initiative, innovation, good judgment.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education, AND EITHER:

A. Master's Degree in Business Administration/Management, Public Administration, Economics, Political Science or related field;

OR:

B. Bachelor's Degree in Business Administration/Management, Public Administration, Economics, Political Science, or related Social Science field AND one (1) year of full-time, paid experience* in planning, implementation and/or analysis, and evaluation of public or private sector programs and/or services;

OR:

C. Associate's Degree in Business Administration or Economics, AND three (3) years of full-time, paid experience in planning, implementation and/or analysis, and evaluating of public or private sector programs and/or services.

*Full-time college internship may be substituted on a month by month basis. Part-time, paid experience will be prorated

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Competitive Class
Adopted 5/20/98
Revised 3/21/03