



City of Casa Grande

Management Analyst

GENERAL PURPOSE: Under general supervision, performs a variety of professional, technical, analytical and administrative work in providing staff support to the City Manager or other Department Directors as assigned.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Conducts organizational and procedural analyses utilizing field investigation and analytical techniques to identify, develop and implement practices, programs, policies and procedures, and impacting projections.
- Conducts long and short-range research to assist management decision-making.
- Designs systems and procedures to increase effectiveness, efficiency and economy of work processes, policy determination and management decision-making.
- Prepares detailed reports and presentations to management and elected officials.
- Assists City management in negotiations with other departments, jurisdictions and community agencies; plans and develops new City programs on an assignment basis assisting with program implementation and monitoring as appropriate.
- Manages special and ongoing programs and projects, which may include their design, development, coordination and implementation. May prepare and submit applications for awards and grants.
- Coordinates and conducts citizen group meetings and projects, and completes follow-up activities.
- Performs other duties as assigned or required.

SUPERVISION EXERCISED: None.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's degree in public or business administration or related. Master's Degree and governmental experience highly desirable.

JOB DESCRIPTION
Management Analyst - 1004

Necessary Knowledge, Skills and Abilities:

Knowledge of:

- The principles and practices of public administration and local government structure and services.
- Research and analysis methods, statistics, cost analysis, computer modeling and report presentation.
- Public sector budgeting and economic forecasting, management principle and techniques.
- Modern office practices, procedures and equipment.

Skill in:

- Reading and understanding city, state and Federal rules and regulations.
- Customer service and problem resolution practices.
- Assessing and prioritizing multiple tasks, projects and demands.
- Conducting research, analyzing findings, writing clear and accurate reports, documents and correspondence.

Ability to:

- Understand and analyze politically complex situations.
- Operate a personal computer utilizing a variety of business software.
- Work under pressure of deadlines, maintain a professional demeanor during stressful situations, and establish and maintain cooperative working relationships with employees, officials, other agencies and the general public.
- Work independently on major projects or sensitive problems and coordinate work of others.

Special Requirements: Possession of a valid Arizona Driver's License.

Physical Demands / Work Environment: Standard office environment.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.