



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 and other departments 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 and any other factors affecting municipal service delivery in department, divisions or sections.
- Conducts long and short-range research studies 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. May coordinate staff support to elected officials and city boards, commissions or committees.
- 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.
- May assist in the preparation, coordination and presentation of the city's annual budget, and financial forecasting and internal fiscal controls.
- 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.
- May serve as management representative on various committees in the city, the community or at the regional level.
- May monitor and analyze legislation for impact on the city; may represent the city in working with county and state elected officials to influence policies and laws.
- Performs other duties as assigned or required.

SUPERVISION EXERCISED: May supervise assigned staff.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's degree in public or business administration or related field with at least an internship served in a governmental setting. Master's Degree highly desirable.

Necessary Knowledge, Skills and Abilities:

- Knowledge of the principles and practices of public administration and local government structure and services.
- Knowledge of research and analysis methods, statistics, cost analysis, computer modeling and report presentation.
- Knowledge of public sector budgeting and economic forecasting, management principle and techniques.
- Knowledge of modern office practices, procedures and equipment.

- Skill in reading and understanding city, state and Federal rules and regulations.
- Skill in customer service and problem resolution practices.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in operating a personal computer utilizing a variety of business software.
- Skill in conducting research, analyzing findings, writing clear and accurate reports, documents and correspondence.
- Skill in working under pressure of deadlines, maintaining a professional demeanor during stressful situations, and establishing and maintaining cooperative working relationships with employees, officials, other agencies and the general public.
- Ability to understand and analyze politically complex situations.
- Ability to 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.