City of North Plains
Management Analyst (Part-time)

**DEFINITION:** Performs complex, technical administrative duties in providing staff assistance to the City Manager's department; conducts special studies, surveys and research assignments in a variety of areas.

**DISTINGUISHING CHARACTERISTICS, FEATURES, REQUIREMENTS** The advanced analytical and project management nature of the position requires knowledge of city-wide policies, legal and legislative impacts and an ability to function effectively with people at all levels of the organization as well as external contacts.

**SUPERVISION EXERCISED AND RECEIVED** Reports to and receives direction from the City Manager. Does not provide direct supervision over other positions but manages the delivery of services and accountability of consultants and other external contractors within the scope of duties.

**IMPORTANT AND ESSENTIAL DUTIES:** Conducts organizational, administrative, fiscal and personnel studies; conducts surveys and collects information on operational and administrative problems; develops recommendations for problem resolution; coordinates and participates in special projects; compiles and prepares reports, memoranda, policies, manuals and newsletters; prepares tables, charts and graphs to illustrate distribution and trends of statistical and financial data; assists in the preparation of the annual budget by obtaining, compiling, entering data and monitoring expenditures; explains city ordinances, policies and procedures to other staff and the public; develops public relations publications and materials; participates in the development and installation of new or revised programs, systems, procedures and methods of operation; responds to inquiries and complaints; tracks legislation, provides legislative analysis and responds to legislators and internal staff regarding implications; provides project management of contractual services; assists in the coordination of intra-departmental and departmental activities with other City departments and outside agencies; represents the City in inter-departmental, community and professional meetings; confers with other departments on a variety of administrative matters.

**JOB-RELATED QUALIFICATIONS:**
**Knowledge of:** the organization, operation and problems of municipal government; principles and methods of public administration; research and statistical techniques and methodology; problem resolution methods; **Skill in:** operating computer systems and applications for information storage, retrieval and presentation. **Ability to:** work tactfully and effectively with a wide variety of people and interests; compile and analyze data and formulate recommendations; communicate clearly orally and in writing; learn, interpret and apply city policies, procedures, rules and regulations; apply legal and legislative mandates to operational policies and procedures; analyze problems and prepare clear, concise reports.

**EDUCATION AND TRAINING GUIDELINES:**
Any combination equivalent to experience and education that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way would be: **Education:** Possession of a Bachelor's degree in Public or Business Administration or a closely related field. **Experience:** Two years of increasingly responsible administrative experience including performing analyses, research and project management, preferably in a government agency.

**SPECIAL REQUIREMENTS:** Ability to learn, retain and apply complex information, terminology, policies and procedures; work effectively with a wide variety of people on a broad scope of issues; maintain composure under difficult circumstances; prioritize project activities and deadlines and coordinate completion with other staff.