

Sample Job Descriptions: Analyst

Management Analyst

Qualifications: Bachelor's Degree required, Master's Degree preferred. Education supplemented by additional course work or training in Public Administration or other related field and at least two years of administrative experience in municipal government preferred. The successful candidate must possess a valid Arizona driver's license with clean record, and pass pre-employment drug test and background check.

Definition: Under general direction of the City Manager and Deputy City Manager, provides administrative support to the programs and services pertaining to all areas of local government, with particular responsibilities in policy analysis, public communication, customer service, strategic planning and organizational change; responsibility for managing assigned complex program substance requiring expertise, research and organizational skills; regular interaction with appointed and elected City officials, board and committee members, department and division heads, business and community leaders, state legislators and citizens to further program goals. Specific assignments will vary depending on skills, abilities, education, and interests specific to the successful candidate and areas of need within the organization.

Tasks: Responsibilities include, but are not limited to, assisting City management in preparing correspondence, reports, legislative analysis, and special projects; providing support to City Council by responding to and directing inquiries, preparing staff reports to Council; design programming, communication strategy and City's public outreach through radio, public access television contracts, website updates, press releases and social media utilization; conduct surveys, collect data, research and analyze statistical administrative, fiscal, personnel and operational issues and organizational studies involving administrative or operational systems, procedures, functions, processes and techniques and develop recommendations based on findings, identify issues, and analyze alternatives; implement new systems, methods and procedures, monitor program progress, goals and objectives, update management to advise on project progress and adjust as necessary; participate in budget development, track and analyze proposed capital, personnel, operating and maintenance expenditures; administer assigned contracts and agreements process from planning, evaluating, negotiating and maintenance; oversee and coordinate assigned services and projects with other City groups, boards, external organizations and general public; plan, research, coordinate, evaluate and participate in new special projects, programs and services, budget analysis/preparation and feasibility analyses and present reports; may schedule, supervise, plan, assign, review, participate and train work of staff, interns and volunteers responsible for providing services and activities, ensure work quality while adhering to policies and procedures; may represent, participate in and make presentations for the City at professional meetings, civic groups, schools, employee groups and City departments; effectively and courteously deals with the public, government officials and citizens over the telephone as well as in person; must be able to use critical thinking and independent judgment in handling confidential and sensitive issues; responsible for maintaining complex sets of records, files and other official documents.

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Position may serve as American's with Disabilities Act (ADA) Coordinator for the City and perform related duties as required.

Knowledge, Skills and Abilities:

Knowledge of: -Knowledge of Federal, State, and City of Prescott rules, regulations, policies, principles, practices, procedures, codes, and ordinances related to Municipal government and public administration -Knowledge of principles of research, analysis, data gathering and sources of information pertinent to public sector administration while maintaining complex records, files and official documents, preparing clear and concise reports -Knowledge of modern principles and practices of public administration, public program administration, and governmental public relations with elected officials, task committees, one-on-one, group or presentation situations, community organizations, citizens, business and professional groups -Knowledge and experience in critical thinking and independent judgment in handling confidential and sensitive issues -Knowledge of the uses and applications of personal computers/software/web necessary to effectively manage programs, communicate with the public, and complete assigned and complex tasks -Knowledge of a variety of office equipment, practices and procedures -Skill in performing a wide variety of complex and diverse advanced level professional and technical administrative duties including those requiring a significant level of expertise responsibly, professionally and independently -Skill in statistical analysis and research, business correspondence and public communication techniques, including social media -Ability to comprehend and analyze organizational and procedural problems and make sound recommendations and conclusions -Ability to write communications to persuade, train and for technical purposes -Ability to format and make simple computations and tabulations with speed and accuracy -Ability to utilize public relations techniques in responding to inquiries and complaints -Ability to adhere to prescribed routines, maintain confidentiality and establish working relationships with co-workers

Physical and Visual Ability: Sufficient to effectively and safely perform required duties and safely operate required equipment and city vehicle as needed.

Hearing and Speaking Ability: Sufficient to clearly, concisely and effectively communicate in person and over the telephone.

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Budget & Financial Analyst

The Town of Firestone, Colorado is seeking a Budget & Financial Analyst to join our Finance department. The Town of Firestone offers a competitive salary and benefits package and is an equal opportunity employer.

General Purpose:

The Budget & Financial Analyst is responsible for providing expert financial advisement to the Community Development Branch regarding capital improvement plan (CIP), Firestone Urban Renewal Authority (FURA), metro districts, development agreements, tax revenues, and grants. This position is responsible for taking a proactive approach to the overall budgeting function of the Town by performing budget forecasting to help determine the course of the Town over a period of time that extends into the future. Provides expert-level analysis and recommendations on Town investment direction and policies.

As the Treasurer, is responsible for preparing and directing the fiscal reporting of Town finances including revenue analysis and investments. Ensures that Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) pronouncements are followed and Town financial operations are in compliance thereof.

Essential Duties:

- Directs the compilation of operational and staffing financial information from Town departments in the assembly and preparation of the annual budget. Participates in discussions with the Director of Corporate Services, Town Manager, and Town Board on current revenue trends and forecasts to provide evaluation of department budget requests.
- Plans, organizes and carries out annual and multi-year budgeting in all phases of budget administration to include, formulation, justification, presentation, enactment, and execution.
- Monitors the execution of the budget to assure that funds are properly allocated, and being spent in a timely and effective manner and communicates with appropriate personnel regarding budget issues concerning their respective functional areas.
- Performs analyses of the expenditures in relation to the budgeted figures.
- Reviews, analyzes and edits budget estimates and requests for allotments submitted by leaders of assigned functions for accuracy of supporting narrative justification and conformance with budgetary policy and guidelines.
- Analyzes current and past financial data and performance for the Community Development Branch, providing expert financial advice and recommendations.
- Plans, organizes, and directs the revenue collection functions of the Town; may assist other areas of the organization in revenue projects.
- Participates in discussions that include the Town Board on current revenue trends and forecasts.
- Identifies trends in financial performance and provides recommendations for improvement.

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- Meets with appropriate parties to provide information to, or obtain from, on the processes and procedures related to the purchase, sale, lease, rental, and disposition of Town inventory.
- Advises and assists the Town Board through individual financial analysis and information obtained through retained professional financial investment advisors on revenue and expenditure projections, accounting, and internal control procedures, policies and status of existing investment accounts.
- Coordinates the preparation of billings for real and personal taxes and the record retention of collections and disbursement.
- Prepares summary reports of receipts and disbursements and documentation provided in treasury reports to the State.
- Identifies trends in financial performance and provides recommendations for improvement.
- Manages the Town's investment program through the compilation of schedules of Town funds available for investment. Works with professional financial investment advisors on financial projections and forecasts for the development of an investment plan based upon fund requirements and the short and long term financial plan as adopted by the Town Board.
- Provides financial models and forecasting.
- Adheres to the Town's financial policies.

Other Duties/Responsibilities:

- Performs other budget-related and analytical duties as assigned.
- Participates in ongoing training and membership in professional associations for personal and professional development.

Supervisory Duties/Independence of Work:

Exercises considerable independence of judgment in meeting assigned objectives and delivering services and programs. Reports to the Director of Corporate Services. Meets with the Director of Corporate Services, Director of Community Development, and Town Manager to establish overall goals and objectives. The supervisor is kept informed of potentially controversial matters and areas of far-reaching implications. Completed work is reviewed from an overall standpoint of meeting the position's goals and in providing acceptable service levels to the Town/community. This position may have supervisory responsibility for finance-related positions.

Job Qualifications

Knowledge, Skill and Ability:

- Advanced knowledge of all Generally Accepted Accounting Principles (GAAP).
- Advanced knowledge of all Governmental Accounting Standards Board (GASB) pronouncements.
- Advanced knowledge of municipal finance administration and the State and Federal laws and policies governing municipal accounting activities and reporting functions.

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- Advanced knowledge of computer use, enterprise resource programs (ERPs) and advanced use of Excel; database use, and other financial reporting software systems.
 - Advanced knowledge of budgeting, treasury management and financial planning.
- Knowledge of materials procurement and management.
- Knowledge of local government, services provided by, and administration of those services. Commitment to reviewing and adhering to legislation, appropriation language, and Board directives.
- Skill in the preparation and delivery of public presentations.
- Ability to adopt to other's points of view while working as a member of a team.
- Skill to communicate effectively both in oral and written form.
- Skill in establishing and maintaining effective work relationships.
- Ability to extrapolate data for Accounting/Finance purposes.
- Advanced ability to understand and interpret complex financial information.
- Advanced ability to analyze and identify inaccuracies in financial reports.
- Ability to develop or change work processes to meet changing needs.
- Ability to produce written documentation in an organized manner, demonstrating the correct use of grammar, punctuation, and spelling.

Education Or Formal Training:

- A degree from an accredited college or university in Finance, Accounting or related field is required.
- A willingness to pursue ongoing education/professional development activities is desired.
- Experience:
 - Five years of progressively responsible municipal finance experience at a professional level.
 - Supervisory experience preferred.
- Experienced in maintaining governmental relationships with community groups, agencies, private business and other levels of government.
- Demonstrated success working in a collaborative environment.
- Demonstrated success in achieving organizational goals by working in an advisory capacity.
- Licenses/Certifications:
 - Must possess and maintain a valid Driver's license and a safe driving record for continued employment.
- Must be able to attain successful results for any of the following pre-offer and post-offer/hire processes: interviewing, reference checks, background checks including sex-offender check, driving record check through DMV, and drug screen.

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Working Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Office environment with frequent interruptions from telephone, email or walk in customers. Extended hours due to attendance at evening meetings.

Physical Activities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Body Movement:

Physical mobility to work in an office setting. Sit and stand while performing duties. Repetitive hand movement while keyboarding and writing.

Vision:

Uses sight in the normal range with or without correction to perform duties.

Hearing:

Uses hearing in the normal range with or without correction to perform duties.

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Administrative Analyst I

At-Will position; exempt from Civil Service

Performs a variety of complex and multi-faceted administrative and analytical functions in support of the County's Executive Office.

JOB DUTIES:

- Perform administrative and management duties including budget, organizational, staffing, systems, policy, management, procedural and legislative analysis.
- Develop, present and implement plans, programs and recommendations for the Board of Supervisors, Chief Executive Officer, County departments, advisory committees and commissions as well as agencies independent of the County; may serve as staff for various boards, commissions and committees.
- Conduct investigations, special studies and make recommendations on the problems and operating procedures, practices and policies connected with County government; review and prepare policies and procedures with countywide impact; advise departmental administrator regarding County policies and procedures.
- Perform budget analysis by reviewing budget requests of assigned departments and adjustments considering departmental and countywide implications of such budget actions and confer with departmental staff regarding fiscal alternatives.
- Collect, assemble and analyze data, evaluate alternatives, make recommendations and prepare reports relating to departmental and inter-departmental operations, including policies, procedures, organizational structure and workload statistics; assist in or coordinate implementation of recommendations after approval.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience: Bachelor's degree from a recognized college or university, preferably with courses in public administration, business administration, accounting, management, statistics or other field related to the listed duties; and, one (1) year of highly responsible technical/analytical experience equivalent to Mendocino County's Department Analyst II, which was performed independently requiring the exercise of judgment. Related experience may be substituted for the education at a rate of two (2) years of experience to one (1) year of education. A master's or doctoral degree in public or business administration may be substituted for up to one year of the required