



CITY OF URBANA
Human Resources Division

MANAGEMENT ANALYST

JOB DESCRIPTION

Department: Executive	Division: Administration
Work Location: City Building	Percent Time: Full-time (100%)
Job Type: Civil Service	FLSA Status: Exempt
Reports To: City Administrator <u>Senior Management Analyst/ Assistant to the City Administrator</u>	Union: Non-Union

JOB SUMMARY

The Management Analyst ~~reports directly to the City Administrator, whose authority may be delegated as work assignments dictate. The employee performs advanced, professional-level technical and administrative analyzing data using a variety of statistical and analytical techniques to evaluate issues, identify trends, and make recommendations. The position~~ assists with research; data and policy analysis; administration of assigned programs; preparing recommendations for the Executive ~~Office~~ Department ~~(City Administrator and Mayor)~~; communications; issues resolution; and team and project facilitation. The Management Analyst ~~will have opportunities to work~~ s with staff across all City departments and divisions to further the efficient delivery of core services in alignment with long-term Mayor/Council priorities.

This work is performed under the administrative direction of the Senior Management Analyst/Assistant to the City Administrator. The job class works within broad policy and organizational guidelines; independently plans and implements assigned projects; and reports process of major activities directly to the assigning project lead.

ESSENTIAL FUNCTIONS

- Actively supports and upholds the City's mission and values. ~~and advances the Mayor's vision.~~
- Promotes effective delivery of the services that are essential to the vitality and character of the City of Urbana and works to implement the outcomes embodied in the then-current Mayor/Council priorities.
- Compiles and analyzes data using a variety of statistical and analytical techniques; evaluates issues, identifies trends, and makes operational and policy recommendations.

City of Urbana
Management Analyst

- Prepares documents, reports, and communications. Reviews documents and communications on behalf of the Executive ~~Office~~ [Department](#) for content and accuracy.
- Serves as a professional-level resource to the Executive ~~Office~~ [Department](#), management, and other staff.
- Collaborates with subject matter experts and data stewards to define and implement data collection strategies and effective analytical approaches.
- Develops and recommends continuous improvement strategies for enhancing services and increasing program effectiveness.
- Recommends and participates in the implementation of goals and objectives for assigned programs and projects.
- Participates in strategic planning, including formulating recommendations for continuous improvements in service provision and financial viability.
- [Assists with the](#) ~~F~~[facilitates](#) the development of organizational goals and key performance indicators.

JOB REQUIREMENTS

Education & Experience

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Graduation from an accredited four-year college or university with significant coursework in business administration, public administration, economics, or a closely related field. Master's degree in a relevant field strongly preferred.
- Responsible professional experience equivalent to two [\(2\)](#) years of full-time experience in a public agency performing [relevant, advanced technical or](#) administrative work.

Knowledge of

- Mission and vision of the City of Urbana government.
- Municipal operations, [budgeting](#), procedures, policies, laws, objectives and organization.
- Research methods and techniques, statistical and work measurements, and standards development and implementation.
- [Fundamentals of public administration](#)~~Municipal—budget—operations,—research techniques,—and public administration,~~ with a focus on local government management.
- ~~Urban planning and economic development principles.~~
- Methods to collect and analyze market data; methods to assess fiscal impact and conduct cost/benefit analyses.
- ~~Geographic information systems for mapping and graphic purposes.~~

Skills

- Proficiency using standard office software, ~~e-and~~ data analysis tools, [and software](#)

~~used for municipal operations~~ ~~and~~ ~~and the~~ ability ~~to quickly and~~ continuously learn new software and programs as required. Software utilized may include Munis, GIS, Lucity, etc.

- ~~Strong~~ Excellent communication skills, both orally and in writing.
- Emotional intelligence to work with a variety of employees of varying skills and abilities in a productive and collaborative manner.

Ability to

- Perform a variety of responsible and complex analytical and research-oriented assignments with accuracy, speed, and initiative under minimal supervision, such as detailed cost-benefit, program, process, financial, and policy analyses.
- Analyze issues, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Develop innovative and creative solutions.
- Make recommendations regarding the development of policy guidelines and/or decisions.
- Manage multiple projects and varying deadlines.
- Work closely and effectively with elected officials and staff.
- Interpret specific rules, laws and policies and apply them in a variety of procedural situations.
- Organize workload to ensure responsibilities are carried out in a timely manner.
- Develop and evaluate improvements in operations, procedures, policies, or methods.
- Learn the operation, policy and procedures of City departments.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Prepare professional documents and memos.
- Readily adapt to changing short-term priorities and remain focused on long-term goals.

Licenses, Certifications and Memberships Required

- Must possess a valid State of Illinois driver's license or obtain one within fifteen (15) days of commencement of employment.

Supplemental Information

Impact of Decisions

- Requires making decisions that affect other people, the financial resources,

and/or the image and reputation of the City. [Outcomes are critical to organizational goals.](#)

- Requires alignment with the mission and vision of the City government and Mayor/Council priorities.

Level of Challenge

- Freedom to determine tasks, priorities, and goals.
- Requires being exact or highly accurate.
- Requires repetitive physical activities or mental activities.
- Opportunity for innovative thinking and calculated risk-taking.

Job Dimensions~~Contacts~~

- The purpose of interactions is to solve recurring and structured problems or provide specialized or technically precise information to others. Contacts involve cooperation and coordination and may involve the organization of activities of programs requiring working relationships among several parties. While contacts may require some level of persuasion, potential for conflicts and disputes are relatively minor. Interactions are ~~moderately structured and routine~~ [frequently unstructured](#) and may involve employees in different functions and/or the public. These types of interactions require ~~normal~~ [a high level of](#) interpersonal skills ~~but with~~ [and](#) a high degree of sensitivity to the reactions of others. Exploration of certain subject areas that could lead to changes in normal practice will require maturity and patience.

Supervision Received

- The employee operates under ~~administrative supervision. Supervision is~~ [administrative direction](#) given through broad statements of objectives and available resources. Administrative guidelines and policies may be broad and unspecific, and employee may need to fill in gaps in interpretation and adapt established methods to perform both recurring and non- recurring activities. The employee exercises judgment in interpreting the intent of unit policies and may be responsible for creating new procedures, new guidelines, and methods for dealing with novel issues.

Supervision Exercised

- ~~Supervision of other employees is not a responsibility of this class.~~ [This position is not responsible for supervising staff positions.](#)

Working Environment

- Typically, normal office working conditions. The noise level in the work environment is typical of an office environment. Occasionally, the employee will find it useful to observe the field activities of others.

~~The work environment characteristics described herein 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.~~

Vision/Hearing

- See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; visually inspect work in progress. Hear in the normal audio range with or without correction.

The work environment characteristics described herein 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.

The duties listed above are intended only as illustrations of the various types of work that may be 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.

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

Class Specification History

New class: 2/6/2019

General Revisions: ~~2/24/2023~~ 03/29/2023

For HR/Finance Use

Title Code 1314	Pay Grade <u>110</u>
EEO Category 2 – Professional	LVL