



CITY OF URBANA  
Human Resources Division

# SENIOR MANAGEMENT ANALYST/ ASSISTANT TO THE CITY ADMINISTRATOR

## JOB DESCRIPTION

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

## **JOB SUMMARY**

The Senior Management Analyst/Assistant to the City Administrator reports directly to the City Administrator, whose authority may be delegated as work assignments dictate. The employee assists with research, data and policy analysis and formulation, strategic planning, administration of assigned programs, preparing recommendations for the Executive Office (City Administrator and Mayor), communications, issues resolution, and team and project facilitation. The incumbent will have opportunities to work with staff across all City departments to further the efficient delivery of core services in alignment with long-term Mayor/Council priorities.

## **Distinguishing Characteristics**

This position is distinguished from the Management Analyst classification in that incumbents in this class perform a variety of advanced technical and specialized functions that require a thorough knowledge of municipal government operations such as finance, budget, and capital improvement, as well as project management, with a significant degree of independence and accountability for results. Requires excellent project management skills to manage complex, long-term processes. This position is expected to exercise initiative and independent judgment within established guidelines in providing technical and professional administrative support in a variety of areas. Assignments are typically received in broad outline form and require the incumbent to solve routine and non-routine problems. This position has access to confidential information and maintains responsibility for supervising staff.

## **ESSENTIAL FUNCTIONS**

- Takes actions and models behaviors that support and uphold the City's mission, vision, and values.

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- Develops and recommends policies that promote effective delivery of the services 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.
- Supports negotiations with data and technical analysis; assists in formulating negotiation strategies.
- Serves as a technical advisor to the Mayor, City Council, City Administrator, as well as Department Heads and other senior staff.
- Leads and/or participates in interdepartmental teams to define and implement data collection strategies and effective analytical approaches. Has primary responsibility for advancing selected interdepartmental team's work products (e.g., the Capital Improvement Plan).
- Develops and recommends continuous improvement strategies for enhancing services and increasing program effectiveness.
- Assists in planning and coordinating the Executive Department work plan.
- Leads selected strategic planning activities; formulates proposals and plans for continuous improvements in service provision and financial viability.
- Supervises Management Analyst staff position.
- Facilitates the development of organizational goals and key performance indicators.
- Recommends and prepares resolutions and ordinances for City Council consideration.
- Approves Executive Department financial transactions below \$10,000; assists with the preparation of the Executive Department annual budget.

**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 four years of full-time experience in a public agency performing high-level administrative work.
- Supervisory experience is preferred.

**Knowledge of**

- Mission, vision, and values of the City of Urbana government.
- Municipal operations, procedures, policies, laws, objectives, and organization.
- Research methods and techniques, statistical and work measurements, and

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standards development and implementation.

- Budget development, 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.
- Management best practices as they relate to both union and non-union employees.

**Skills**

- Proficiency using standard office software (e.g., Microsoft Office Suite) and data analysis tools, and the ability to continuously learn new software and programs as required.
- Strong communication skills, both orally and in writing; ability to present complex topics to a variety of audiences.
- Emotional intelligence to work with a variety of employees of varying skills and abilities in a productive and collaborative manner.
- Strong project management foundation; ability to articulate activities to be performed, dependencies, reasonable scheduling and resource expectations, and direct projects to completion.

**Ability to**

- Perform a variety of responsible and complex analytical and research-oriented assignments with accuracy, speed, and initiative without 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.
- Supervise junior staff in a productive manner and create a supportive, mentoring environment within the Executive Department.
- Work closely and effectively with elected officials and senior staff.
- Interpret specific rules, laws, and policies and apply them in a variety of procedural situations.

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- 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, policies, and procedures of City departments.
- Establish and maintain cooperative working relationships with internal and external colleagues.
- Prepare professional documents and memos.
- Readily adapt to changing short-term priorities while remaining focused on long-term goals.
- Maintain security of confidential materials.

**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.

**Job Dimensions**

**Impact of Decisions**

- Requires making decisions that affect other people, financial resources, and/or the image and reputation of the City.
- Requires alignment with the mission, vision, and values of the City 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.

**Contacts: Internal/External**

- The purpose of interactions is to solve recurring and structural 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. Contacts may require some level of persuasion, and the potential for conflicts and disputes exists. Interactions are moderately structured and routine and may involve employees in different functions and/or the public. These types of

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interactions require normal interpersonal skills but with 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, patience, and emotional intelligence.

**Supervision Received**

- The employee operates under the general direction of the City Administrator. Supervision is 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 policies and may be responsible for creating new procedures, new guidelines, and methods for dealing with novel issues.

**Supervision Exercised**

- The position supervises the Management Analyst staff position(s).

**SUPPLEMENTAL INFORMATION**

**Physical Demands and Working Conditions**

- Working Conditions: 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.
- Physical Requirements: Due to the nature of work assignments, incumbents must be able to perform detailed work on multiple, concurrent tasks, occasionally with interruptions and under time constraint. The essential duties of this classification may require the ability to stoop; to reach; to stand, to walk and sit for extended periods of time; to push and/or pull objects weighing up to 10 pounds; to lift and carry objects weighing up to 10 pounds; to use finger dexterity to operate a computer and other office equipment and hand strength to grasp files and other objects; to perceive the attributes of objects by touch; to hear and verbally exchange ideas and information with the public, staff and others on the phone and in the office. Essential duties of the position may require the ability to climb stairs, to kneel and/or crouch to retrieve files and other items.

**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.*

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*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: 09/28/2022

*For HR/Finance Use*

<b>Title Code</b>	<b>Pay Grade</b> 113
<b>EEO Category</b> 2 – Professional	<b>LVL</b>