**CITY OF TUALATIN**  
**Classification Description**

**Job Title:** Management Analyst  
**Department:** Various  
**Reports To:** Department Manager  
**FLSA Status:** Nonexempt

**SUMMARY:** Performs highly responsible work in the development and analysis of statistical information relating to organizational and staffing structures and issues. Analyzes business or operating procedures to devise most efficient and effective methods of accomplishing work by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Performs development and analysis of statistical information relating to activities such as organizational change, communications, information flow, integrated service methods, inventory control, or cost analysis.
- Researches information on problems/procedures including service levels and operating procedures.
- Maintains statistics, provides graphs and charts of trends.
- Analyzes data gathered and considers available solutions or alternate methods of proceeding.
- Organizes and documents findings of studies and prepares recommendations for implementation of new systems, procedures or organizational changes.
- Develops and maintains functional or operational manuals outlining established methods of performing work in accordance with organizational policy.
- Installs new systems and trains personnel in application.
- Confers, either in person, by telephone or computer, with personnel concerned to assure smooth functioning of newly implemented systems or procedures.
- Conducts operational effectiveness reviews to ensure functional or project systems are applied and functioning as designed.
- Assists department manager with budget preparation by monitoring department expenditures and developing cost and expenditure projections.
- Represents the department at meetings with other departments, agencies, City Council and general public.
- Drives to city facilities, vendors, training programs, and local and regional meetings as necessary.

**SUPERVISORY RESPONSIBILITIES:** This position has no supervisory responsibilities. May provide direction for personnel assigned to projects. Employee is expected to perform work independently, receiving only general supervisory direction.
QUALIFICATIONS  To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE: Bachelor's degree from an accredited college or university in business administration, public administration or related field and two years related experience and/or training in organizational management and operation which includes progressively responsible experience in database management and software application; or equivalent combination of education and experience. Knowledge of: principles, practices and methods of organizational management; computerized statistical and sampling theory; research, evaluation and planning methods and techniques; statistical analysis.

SKILLS & ABILITY: Skill in: operating a variety of computer hardware and software applications; working with mathematical concepts such as descriptive and predictive statistics; applying concepts such as fractions, percentages, ratios, and proportions to practical situations.

Ability to: solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; interpret a variety of instructions furnished in written, oral, diagram, or schedule form; read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from staff, public officials and the public.

CERTIFICATES, LICENSES, REGISTRATIONS: Possession of, or ability to obtain possession of, a valid Oregon driver's license.

PHYSICAL DEMANDS & WORK ENVIRONMENT: The physical demands and work environment 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.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

The duties of this job are performed indoors in a fast paced office setting which is subject to frequent interruptions and short deadlines. Working with computers and printers exposes the employee to a moderate noise level, with background sounds ranging from a mild to moderate noise level.