

CITY OF TUALATIN

Classification Description

Job Title: Management Analyst II
Department: Various
Reports To: Department Director
FLSA Status: Non-Exempt

SUMMARY: Coordinates, develops and implements special projects and programs which have a broad impact and are designed to meet specific needs of the community or City. Coordinates projects with City staff, the public, and/or outside agencies. Provides information to the public and acts as liaison.

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

Conducts research and performs studies and prepares reports containing proposed or recommended solutions or courses of action.

Responds to issues raised by members of the public, coordinating responses with other staff or outside agencies as appropriate. Provides information, explains processes, and gives advice; makes recommendations for resolution.

Manages assigned contracts and projects to achieve goals within available resources. Reviews progress of contracts and grants and holds contractors accountable for terms of contracts.

Represents the City at various local, regional and statewide meetings, serves on committees. Gathers, synthesizes and filters information obtained at these meetings for use by a department director, City Manager and/or City Council.

Makes presentations to City Council, advisory committees, citizen involvement organizations, civic groups and the general public as assigned. Prepares and delivers speeches, presentations, resolutions, ordinances, contracts, administrative policies.

Advises a department director on projects. Prepares recommendations for implementation of new systems, procedures or organizational changes.

Prepares grant applications from a variety of sources including regional, state, federal or private sources. Administers grant projects.

Exercises independent judgment and initiative and applies knowledge of organizational programs and procedures in meeting a wide variety of problems involving public, intergovernmental and interdepartmental relations. Independently assesses and prioritizes daily workload.

Provides public information for the City; Prepares news releases and official statements; Coordinates and edits newsletters or articles; Designs displays, visual arts and web page information.

Administers and monitors program/project budgets. Assures that assigned projects are performed within budget; monitors contracts to ensure accountability for quality work products, service delivery and cost controls.

Assists in the development of short and long range plans; gathers, interprets and prepares data for studies, reports and recommendations; coordinates activities with other departments, agencies and contractors as necessary.

Composes correspondence, reports, ordinances, resolutions and other informational material as assigned. Creates, tracks, and maintains records in an efficient and functional manner.

May exercise limited supervision in special instances. Serves as a member of the City's management staff;

Drives to city facilities, vendors, training programs, and local and regional meetings as necessary.

SUPERVISORY RESPONSIBILITIES

Supervision is not a normal responsibility of this position. May exercise some limited supervision in special instances.

COMPETENCY: To perform the job successfully, an individual should demonstrate the following competencies:

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Analytical - Synthesizes complex/diverse information; Collects and researches data; Uses intuition/experience to complement data; Designs work procedures. Prepares budgets and tracks expenditures.

Judgment - Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process.

Oral Communication - Demonstrates group presentation skills; Participates in meetings.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Develops realistic action plans.

Problem Solving - Analyzes information skillfully; Develops alternative solutions.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Inspires respect and trust; Recognizes and appropriately deals with political issues and topics. Demonstrates ability to work independently with general direction.

Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Manages project team activities.

Teamwork - Balances team and individual responsibilities; Able to build morale and group commitments to goals and objectives.

Written Communication - Writes clearly and informatively; Presents numerical data effectively; Able to read and interpret written information.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Considerable knowledge of the principles, practices and techniques of business and public administration. General understanding of the procedures the assigned department, including an understanding as to how these relate to the City organization as a whole.

Possession of additional specialized knowledge, skills and abilities pertinent to the assignment, specifically: knowledge of grant procedures; ability to facilitate public input processes and public meetings; ability to draft, negotiate and oversee contracts for special projects and studies; ability to coordinate and resolve conflicting points of view to obtain successful outcomes; ability to research legal issues, draft and present recommendations to the department team.

Ability to provide effective leadership and coordination in developing solutions and recommending new techniques. Ability to establish and maintain effective working relationships with employees, officials and the general public. Ability to exercise resourcefulness, tact and perspective in developing solutions and new techniques.

Ability to assemble, organize and present statistical, financial and factual information derived from a variety of original and secondary sources utilizing a variety of media. Advanced skill in data base preparation and manipulation, designing spreadsheets, Power Point presentations, word processing and financial software.

EDUCATION and/or EXPERIENCE

Graduation from an accredited college or university with a Bachelor's Degree in business administration, public administration, or a field related to the pertinent department. Three (3) years of experience in project management, public administration, or a field related to the pertinent department. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the essential functions of the position may substitute for the above.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of, or the ability to secure possession of, a valid Oregon driver's license. Specific assignments may require possession of, or the ability to secure, state certification for performing assigned duties.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and 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.

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the work environment is usually moderate. The employee is occasionally exposed to outdoor weather conditions.