

GENERAL JOB DESCRIPTION

TITLE: Management Analyst

DEPARTMENT: Administration

REPORTS TO: Township Manager

FLSA: Exempt

SALARY: \$49,360 to \$74,042

Position Summary

The purpose of the Management Analyst position is to perform complex analytical work to assist the Township Manager and Department Directors in resolving performance, process, policy, and planning and management issues related to the overall mission of the municipality. Employee provides special assistance in financial, personnel, administration, planning and research, and other related functions.

Essential Functions

- Researches, organizes, compiles, summarizes and analyzes data and information for assigned special projects; develops and documents recommendations; prepares and presents reports and findings to Township management and Council; develops implementation procedures for policies and programs; assists in implementation of policies and programs as directed.
- Researches and analyzes program operations and opportunities; analyzes departmental processes, practices and strategies; negotiates and resolves complex issues.
- Coordinates information and assures effective communications between the public, Township Council, Township Manager, Department Directors, and employees; clarifies and reconciles complex issues relating to policy and operational planning and procedures; coordinates projects within the Township and with other regional agencies and organizations.
- Researches grant funding opportunities; gathers information and completes grant applications; assists in administering grants and coordinates applications and contracts.
- Analyzes Federal and state legislative proposals for impact on Township operations; prepares analysis and briefings on new legislation, judicial interpretations and regulatory agency directives.
- Monitors the efficiency and effectiveness of service delivery method and procedures; recommends to Township management new and modified operational approaches and processes.
- Analyzes and explains technical and operational information to external agencies and Township management.
- Researches, develops, recommends and drafts policies and procedures, and procedural guidelines for implementing changes.
- Assists Department Directors on administrative and technical problems and procedures; provides advice and assistance on compliance with laws, rules and regulations.

- Represents the Township Manager on assigned projects to address and resolve public and intergovernmental issues.

Qualifications

Education/Experience:

- Bachelor's Degree in Public or Business Administration from an accredited College or University and one (1) year experience in local government administration required.
- Master's Degree in Public or Business Administration from an accredited College or University preferred.

Knowledge/Skills/Abilities:

- Knowledge of municipal government organization, operation, policies and procedures.
- Skilled in the principles of organization planning, research design and analysis.
- Skilled in the principles and techniques for project management and organizational development.
- Skilled in the principles and practices of administrative management, including personnel rules, accounting, budgeting, grants programs and contract management.
- Ability to apply/abide by Federal and state statutes, rules, codes and regulations.
- Ability to apply/abide by legal, ethical and professional rules of conduct for public sector employees.
- Ability to recognize and incorporate current political and economic trends in Federal and state government.

Certifications:

- Possession of a valid Pennsylvania driver's license.

Physical Demands and Work Environment

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

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or finger, handle, or feel objects, tools or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 45 pounds. Specific vision abilities required by this position include those required for reading, writing and typing. The noise level in the work environment is usually moderate.

Disclaimer

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the knowledge, skills, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

Reviewed with employee by:

Manager’s Name

Date

Acknowledgement

This job description has been reviewed with me by my manager. I have been provided the opportunity to ask questions regarding any aspect of this job description.

Job Incumbent Signature _____

Date _____

Legal Disclaimer: The Job Description is intended for informational purposes only, and by no means should replace or substitute any governmental and/or non-governmental legal information or advice. Please contact an HR Professional for additional information.