



Job Description

Job Title:	Management Analyst	Department:	Department of Public Works		
Date Issue:	May 22, 2017	Reports To:	Director, Department of Public Works		
FLSA Classification:	Exempt	Wage:	Salary Grade 6		
			Minimum	Midpoint	Maximum
		As of 2017	\$42,709	\$53,386	\$64,064

Position Summary

Under the general supervision of the Director of Public Works, the Management Analyst is a highly technical position responsible for assisting and/or championing the development, design and implementation of performance measures, as well as responsibility for supervising department administrative personnel and needs. Work primarily involves leadership over the administrative functions and personnel of the department, from budgetary monitoring, problems and concerns, to developing, designing and monitoring performance measures and reviewing long-range trend analysis.

Supervision Received

Works under the direction of the Director of Public Works.

Supervision Exercised

Supervision over clerical support staff.

Essential Duties & Responsibilities

1. Develops and tracks department performance metrics and designs, presents and implements performance measure in conformance with the long-range department and city goals.
2. Develops useful performance measures and assists in the assimilation of those measures into department operations. Monitors, maintains, analyzes, and modifies performance measures on an on-going basis to reflect the Department of Public Works experience and history.
3. Performs research and development of various projects, reports, periodic surveys, grant applications, and miscellaneous projects as needed throughout City operations, both related and unrelated to finance.
4. In conjunction with the Director of Finance and Department of Public Works Director, develops or assists in the development of the department's annual budget and monitors progress throughout the year.
5. Organize and oversee employee and/or citizen engagement surveys and develops a plan of action to identify and address the improvement program.
6. Provides and presents long range trend analysis and other reports to identify concern areas of spending and the basis for long-term policy decisions.
7. Analyzes revenue trends and identifies concern areas; identifies service areas which may be possibly revenue supportive, monitor existing rates and recommend rate changes to reflect current cost of services.
8. Identify and/or coordinate grant writing opportunities.
9. Maintains regular punctual and predictable attendance, works overtime and extra hours as required.
10. Participates in the implementation and/or upgrades of MUNIS software system.

Qualification Requirements:

11. Meets with and presents department budgeting and financial issues to public groups and individuals.
12. Friendly, positive, cooperative professional, able to work with internal and external employees, vendors, and citizens in a professional capacity.

13. Knowledge of principles and practices of accounting, budgeting and finance in a business setting.
14. Knowledge of performance measure budgeting and analysis.
15. Ability to maintain financial records and accounts.
16. Ability to create, prepare and present reports covering a variety of department needs.
17. Ability to work effectively under tight time constraints.
18. Ability to communicate effectively, both orally and in writing with individuals both inside and outside the organization.
19. Ability to perform various trend analysis, identify concerns and recommend long term solutions.
20. Professional-level knowledge of MSOffice products and the ability to work at a personal computer terminal for extended periods of time.
21. Ability to adapt to financial software products.

Education and/or Experience

22. Bachelor's degree in Public Administration, Political Science, Accounting, Business or related field preferred.
23. Three to five years of experience in a professional business environment, development and analysis and general accounting, and/or any equivalent combination of experience and training which provides the equivalent education, knowledge, abilities and skills, preferably in a professional business and/or public sector environment.
24. Three or more years of demonstrated success in a supervisor capacity.

Essential Physical Functions/Needs of the Job

25. The physical demands for the position are representative of those that must be met by an employee to successfully perform the essential functions of this job, including sitting, standing, vision, talking and occasional lifting. Extended periods of time sitting using a keyboard are expected.

Pre-employment Requirement

26. Position is contingent on the individual passing a pre-employment drug screen.

The City of Sheboygan, Wisconsin is an Equal Opportunity Employer

In compliance with the Americans with Disabilities Act, the City of Sheboygan will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.