



Job Description

Job Title: Management Analyst

Department: Finance

Education Required:

Four (4) year undergraduate and Master's Degree in Public Administration. Equivalent combination of experience and training will be considered.

Type of Position:

- Full-time
- Part-time
- Intern

Hours: 40 hours/week

- Exempt
- Nonexempt

General Description:

The position will report to a Department Director or Administrator as assigned by the Village Administrator. Under the assigned Director, this position is a key operational member of the Village's management team. The individual performs a wide variety of complex, analytical, financial support, management tasks and special project coordination requiring initiative and independent judgment. Routine job tasks may be specific to the operational department to which the position is attached i.e. Administration, Finance Department, etc.

Essential Functions of the job:

- Responds to a variety of resident inquiries, complaints and requests for services and promotes and maintains responsive community relations.
- Performs management analyses and prepares research reports and other policy documents to serve as a basis for action by the Village.
- Performs other administrative and management duties as assigned by the Finance Director or their designee;
- Assists the Director in reviewing materials, collecting and organizing data, assembling and preparing reports and communications and improving organizational efficiencies;
- Assists with administration of Village benefits including enrolling employees and retirees in insurance programs, ensuring accurate billing and coordinating with payroll for employee deductions;
- Maintains personnel files as directed;
- Assists with routine monthly financial report preparation;
- Assists with the preparation for the annual audit;
- Manages the collection of Village receivables as directed;
- Assists to identify, analyze, write and monitor grants and grant funds, and when directed, develops and coordinates grant-funded programs.
- Provides assistance to various Village Departments as assigned by the Director;
- Assists with preparation and review of annual and capital budget, assists with the preparation of budgets as directed, assists with monthly monitoring of budget expenditures, and provides assistance to the Finance Department as needed.
- Assists the Finance Director, their designee and/or department heads with special projects providing research, analysis and support for special projects.

Safety and Risk Management Responsibilities:

All employees are expected to exercise their responsibility for employee safety and risk management. Adherence to safety requirements is considered an important measure of employee performance evaluation. Employees are responsible for complying with all established safe work rules; reporting all accidents and injuries immediately and cooperating in all accident and injury investigations by supplying full and complete information; submitting recommendations for safety and efficiency, as well as reporting defective equipment and unsafe conditions; using safety equipment provided for personal use in performing daily work assignments; only operating equipment trained and authorized to operate; providing public protection from unsafe conditions and hazards resulting from municipal work operations; and participating in special safety activities such as departmental safety committees, job safety analysis, and special training sessions. Other responsibilities with regard to employee safety are detailed in the Safety Manual under Sections 3.00 and 5.00, pages 7 and 9 respectively.

Knowledge and Skills:

Comprehensive skill, experience and knowledge in the following: document preparation; customer service; organization

Supervisory Responsibilities: This position does **NOT** require supervisory responsibilities.

Competencies:

Interpersonal Skills - Maintains confidentiality; Listens to others without interrupting; Remains open to others' ideas and tries new things.

Ethics - Treats people with respect; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently. Completes administrative tasks correctly and on time. Follows instructions and responds to management direction.

Communication - Listens and gets clarification; Responds well to questions; Speaks clearly and persuasively in positive or negative situations. Writes clearly and informatively. Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Supports everyone's efforts to succeed. Contributes to building a positive team spirit; Shares expertise with others.

Adaptability – Able to adapt 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.

Technical Skills - Assesses own strengths and development areas; Pursues training and opportunities for growth; Strives to continuously build knowledge and skills; Shares expertise with others.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Computer Skills: Working knowledge of and ability to use with skill Microsoft Office Products. Use personal computers, smart phone, fax machines, copiers, calculator and other equipment as technology demands. Ability to develop functional skills related to utilizing software specific to departments/tasks in which responsibilities lie. (i.e. BS&A, ticket & code enforcement software, Adobe InDesign, etc.)

Other Qualifications: Valid Illinois driver's license.

Travel: Some local travel may be required of the position.

Physical Demands:

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

Work Environment:

The noise level in the work environment is usually moderate.

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