

SENIOR MANAGEMENT ANALYST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

JOB OBJECTIVES

To provide complex, responsible advisory, analytical support to the Administrative Services Department; work cross-departmentally to develop and support a strong and fiscally responsible organization by providing strategic budget and financial analysis; represent the Administrative Services Director on initiatives, projects and programs; carry out complex studies, special projects and recommend appropriate course of action; perform analytical and administrative services involving a variety of disciplines including policy analyses, operating procedures, organizational structure, budget and other financial matters; and perform other duties as required.

SUPERVISION RECEIVED AND EXERCISED

The work is performed under the supervision and direction from the Administrative Services Director.

ESSENTIAL JOB FUNCTIONS

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

1. Assist with the coordination of the City-wide budget; participate in the planning, development, implementation and administration of City-wide/departmental budgets; review and analyze budget proposals and make recommendations to Administrative Services Director; collaborate with department managers and other staff to incorporate data from forecast models and long-term financial and capital improvement plans into departmental budget requests; work with departments to achieve necessary reductions or alterations in proposed budgets.
2. Develop, prepare and maintain the City's long-term financial plans, working with department managers to identify operational and capital requests and needs; critically evaluate financial plans for adherence to sound financial management principles and compliance with the City's fiscal policies; maintain the financial plans and enterprise fund utility rate models.
3. Perform detailed cost analyses, report on revenue and expenditure trends and causes, analyze department spending variances and their causes and analyze capital budget requests; provide cost analysis of scenarios for labor negotiations and compensation studies.
4. Provide oversight on, and conduct complex special studies, programs and projects as assigned, including the development of initiatives, coordination of inter-jurisdictional projects and other administrative issues.
5. Provide lead/supervisory role for limited special projects including various fee studies, cost benefit studies and feasibility studies; plan, organize and conduct project activities and events, including preparing requests for proposals and bids and administer consultant contracts as assigned; provide appropriate and timely communication of project status.
6. Prepare and submit staff reports and various management and information updates, and report on special projects, and correspondence regarding assigned activities; present findings and recommendations in management, City Council and/or public meetings as assigned.

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7. Represent the Administrative Services Director before various boards, committees and community groups as assigned.
8. Stay abreast of new trends and innovations in the field of city government operations and other types of public services as they relate to the area of assignment; monitor changes in laws, regulations and technology that may affect City or departmental operations; implement policy and procedural changes as directed by the Administrative Services Director.
9. Act as a liaison with assigned departments regarding the achievement of directives / policies; represent the Administrative Services Director's position on policy questions; assist departmental staff in establishing and achieving objectives.
10. Assist in the preparation of the City's annual and supplemental budgets, year-end reports, Annual Financial Report, audits and schedules under the direction of the Administrative Services Director and in accordance with state and local budget laws and regulations.
11. Interpret pertinent laws, government and departmental regulations to the public in person and through correspondence; resolve difficult public relations problems in person and through detailed correspondence.
12. Assist in managing overall finance operations by coordinating and performing professional-level administrative work in such areas as budget development, retirement plan management including investments, financial administration and reporting, grants, contract administration, risk management, management analysis, public information and program evaluation.
13. Review office and accounting procedures; recommend changes in procedures and assist in their implementation; develop accounting systems for expenditures and conduct studies of department operations to develop uniform procedures.
14. Perform related duties as assigned.
15. Regular and punctual attendance is a requirement of this position.

QUALIFICATIONS

Knowledge of:

Modern governmental accounting theory, principles and practices;
Internal control procedures and management information systems;
Principles and practices of established forecasting techniques and methods (quantitative and qualitative);
Office automation and computerized financial applications;
Public finance and fiscal planning; payroll and accounts payable functions;
Budgetary, accounting and reporting systems, GAAFR, GAAP and GASB pronouncements;
Micro computer capabilities and uses;
Financial analysis and cost benefit analysis;
Modern office practices and procedures;
Word processing and spreadsheet software applications;
Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

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Ability to:

Communicate and interact cooperatively on an interpersonal and professional basis with officials, department directors, boards, commissions, and City staff;
Investigate and analyze administrative and budgetary problems and develop recommendations;
Prepare and analyze complex financial reports;
Maintain effective and efficient financial systems and procedures;
Accurately account for City funds;
Write clear and concise reports and letters;
Communicate effectively in both written and oral form;
Prepare and deliver oral presentations;
Establish and maintain cooperative working relationships with individuals, whether other government agencies, employees or members of the public, from diverse groups and backgrounds;
Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Bachelors degree in accounting, finance, business or public administration or a closely related field from an accredited four-year college or university; or an equivalent combination of education and experience that provides the required knowledge and skill to perform the duties of the position.

Experience:

Two years of increasingly responsible experience including oversight of projects and programs, fiscal analysis and budget work. Experience working in related field in local government preferred.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands herein 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 these essential job functions.

Environment: Normal office setting with some travel to attend meetings.

Mobility: Incumbents require sufficient mobility to work in an office setting, and operate office equipment; frequent repetitive motions including, but not limited to, hand, wrist and finger movements.

Vision: Vision sufficient to read small print, computer screens and other printed documents.