



## **Job Description**

<b>Position Title:</b>	Management Analyst
<b>Department:</b>	Administration
<b>Reports to:</b>	Deputy Village Administrator
<b>FLSA Status:</b>	Exempt
<b>Status:</b>	Regular Full-Time
<b>Grade:</b>	VII
<b>Hours of Work:</b>	Dayshift office hours with evening and weekend work as required

### **Statement of Duties**

Position is responsible for a variety of professional, technical and analytical projects, including projects in collaboration with other members of the Village's leadership team. Work will include responsibility for overseeing purchasing, including ensuring compliance of all departments with purchasing requirements, and managing grant applications on behalf of the Village.

### **Supervision and Responsibilities**

Works under the administrative direction of the Deputy Village Administrator and in accordance with the applicable Federal and State of Illinois statutes, and local Village ordinances. The employee plans and carries out work in accordance with standard practices and previous training, with substantial responsibility for the sequence and timing of action and moderate independence in planning and organizing the work activities, including determining the work methods. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with the supervisor. Work is generally reviewed for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

Employee has access to confidential information, such as lawsuits, criminal investigations and records, personnel records, and client records. Errors can result in legal repercussions or monetary loss to the Village.

## **Job Environment**

Work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices, and precedents that may be complex or conflicting at times. Judgment is used in analyzing specific situations to determine appropriate actions.

Employee has frequent contact with co-workers and occasional contact with the public; contacts may require considerable skill in negotiation, resourcefulness and discretion in influencing decisions and behavior of others.

## **Position Functions**

The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to, or extension of, the position.

1. Conducts research, analysis and prepares reports and recommendations on projects in support of the Village's operations and improving organizational effectiveness.
2. Assists user departments in preparing bid specifications. Develops the bid package and legal notice of the bid for publication. Administers bid process, including advertising, copying, distribution, and prequalification. Coordinates pre-bid meetings.
3. Assists departments with contract award, including bid tab review, contract compliance, insurance verification and Village Board memos where required.
4. Advises and consults with departments regarding purchasing procedures and legal requirements.
5. Researches and identifies grant opportunities beneficial to the Village. Works with appropriate departments to complete the grant application and monitors grant status.
6. Manages grants reporting for grants awarded to the Village. Secures appropriate documentation, completes required paperwork and tracks project progress based on grant requirements.
7. Manages and assists on a variety of other projects as assigned, including but not limited to annual budget preparation, collective bargaining, policy development, and researching best practices and emerging trends.
8. Supports Village's shared service initiatives, including joint purchasing.

9. Performs similar or related duties as assigned.

### **Physical and Mental Requirements**

Employee works in a general office environment, as well as outdoors in a variety of conditions. Employee may occasionally face mental stress, such as completing several unrelated tasks within a relatively short period of time. Employee is required to stand, walk, sit, talk, listen, and use hands while performing duties. Employee may regularly be required to lift objects up to 10 lbs., and occasionally lifts up to 30 lbs. Normal vision is required for this position. Equipment operated includes office machines and computers.

### **Occupational Risk**

Duties generally do not present occupational risk. Minor injury could occur, however, through employee failure to properly follow common safety precautions or procedures.

### **Education and Experience**

A candidate for this position should have a bachelor's degree or equivalent related experience; master's degree or master's degree candidate preferred. Minimum of two years of municipal government experience, or an equivalent combination of education and experience.

### **Required Certifications**

- Valid Illinois driver's license

### **Key Knowledge and Skills**

Knowledge of:

- Local government operations and procedures
- Purchasing principles and procedures
- Laws, statutes and federal regulations as they relate to purchasing
- Modern office practices and procedures
- Modern office practices and procedures

Skill and ability in:

- Ability to analyze financial, budgetary, administrative and organizational data
- Communication and customer service in order to interact professional and effectively with staff, vendors, contractors, public and elected and appointed officials.
- Use of computer software programs and office applications
- Project management and prioritization of work
- Attention to detail