



## POSITION DESCRIPTION

**Position Title:** Management Analyst  
**Department:** Public Works  
**Reports to:** Deputy Director of Public Works  
**FLSA Status:** Regular Full-Time Exempt  
**Grade:** VII

### **Statement of Duties**

This position is responsible for a variety of professional, technical, and analytical projects as well as aiding the user department in the procurement process. Additionally, this position is responsible for storing, processing and interpreting data within the Village's ERP system to help the user Department develop strategies to execute both big picture ideas and day-to-day functions.

### **Supervision and Responsibilities**

Works under the direction of the Deputy Director of Public Works and in accordance with the applicable Federal and State of Illinois statutes, and local Village ordinances, the employee functions independently, referring specific problems to the supervisor only where clarification or interpretation of department policy or procedure is required. The employee plans, prioritizes, and carries out work in accordance with established goals 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. 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. Errors may result in misinformation to the public, impair the Village's image and/or result in financial loss.

### **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 and vendors; contacts may require considerable skill in technology, resourcefulness and discretion in influencing decisions and behavior of others.

### **Position Functions**

The essential functions or duties listed below are intended only as illustrations 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. **Data Collection and Management:** Research and improve processes to better collect and maintain accurate databases. Leverage data to enhance organizational processes to maximize efficiency and member engagement. Perform statistical analyses to identify areas for improvement.
2. **Enterprise Resource Programming:** Customize existing ERP systems according to user-specific needs and industry standards. Perform system integration testing and assist in user acceptance testing.
3. **Reporting:** Develop and maintain regular reporting procedures to provide clear, actionable data to all departments, including the executive committee. This will require creativity, as various formats, such as spreadsheets, PDF reports, and visual charts, will be utilized to accommodate the department's needs, ensuring optimal impact and usability.
4. **Process Improvement Recommendations:** Use data-driven insights to provide specific recommendations to the executive committee for enhancing operations.
5. **Communication:** Deliver detailed analytical presentations explaining data trends, potential risks, and overall department performance.
6. **Procurement:** Assists user departments in the procurement process from preparing bid specifications to contract management. Advises and consults with departments regarding purchasing procedures and legal requirements.
7. **Special Projects:** 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. Performs similar or related duties as assigned.

### **Physical and Mental Requirements**

Employee works in a general office environment. 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 ordinary 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 in public administration or data analysis 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:

- Principles, concepts, methods, and techniques of data analysis
- Principles, concepts, methods, and techniques of ERP programming, Tyler technology preferred
- Principles, concepts, and methods of Illinois procurement processes and regulations
- Research methods, theory, and statistics
- Laws, statutes, and federal regulations
- Intermediate to advanced knowledge of O365
- Public relations concepts
- Modern office practices and procedures

Skill and ability in:

- Collecting, conceptualizing, analyzing, interpreting and preparing data and utilizing this data to evaluate departmental deployment, responses and problem-solving efforts
- Communication, customer service, professional and effective interaction with the public and co-workers, as well as and the ability to convey complex information
- Use of computer software programs and office applications
- Project management and prioritization of work
- Organizational skills
- Attention to detail