**Management Analyst-City Manager's Office**

**Salary: $44,139.62/annual minimum - $55,174.52/annual midpoint (Depending on qualifications)**

**GENERAL SUMMARY**

To provide a variety of highly responsible administrative functions in the City Manager’s Office, including coordination of special programs and projects, and the development and preparation of studies and reports; assists in resolving citizen complaints and inquiries; provides administrative support to the City Manager and the City Council.  
  
You can search for this position's full job description [here](https://www.governmentjobs.com/careers/mesquitetx/classspecs).     
  
**SUPERVISION**  
  
General supervision is provided by the City Manager and Assistant City Manager.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. All behaviors comply with the Code of Conduct & Rules of Behavior outlined in chapter 8 of the General Government Policies and Procedures Manual.
2. Serves as liaison and represent the CMO with a variety of agencies, committees, and civic groups.
3. Provides leadership and direction to City committees as the City Manager's representative.
4. Provide skilled, highly responsible administrative support to assist upper-level administrative staff in the completion of their professional duties and responsibilities; participate in and take responsibility for special projects as assigned.
5. Compose, prepare and review a variety of memoranda, correspondence, reports, statistical analyses, public notices, newsletters and documents as assigned; distribute reports for review and use by other professional staff.
6. Answer questions and provide information to the public; receive citizen and City Council complaints and questions and resolve or refer to appropriate City personnel.
7. Formally briefs Council on assigned topics as required.
8. Provide highly responsible administrative support to City Council members and boards and commissions by doing research and developing materials.
9. Design, write and coordinate preparation of informational materials, brochures, pamphlets, invitations and correspondence for distribution within the City and to other related external businesses and governmental agencies; including coordinating and completing various surveys.
10. Compose, prepare and develop speeches and presentations for use by City Council members and other professional staff.
11. Research and verify various information as assigned; assist in the review and evaluation of City and department policies and procedures; participate in the development of new policies and procedures.
12. Drive to and from destinations as assigned.

**MINIMUM JOB REQUIREMENTS:**

**EDUCATION**  
  
Bachelor's degree in business administration, public administration or other related field is **required**.  
Master’s Degree in business administration, public administration or other related field is **preferred**.  
  
**EXPERIENCE**  
  
One year experience in progressively responsible administrative analysis and research, policy development, fiscal administration, budget and/or management is ***preferre*d.**  
  
**LICENSES AND CERTIFICATES**  
  
Possession of a valid driver's license.  
  
**WORK SCHEDULE**  
  
Monday - Friday 8:00 a.m. - 5:00 p.m. with overtime as needed

**Testing only if interviewed:** Outlook, Excel and Word

**APPLY ONLINE AT: www.cityofmesquite.com**