

## JOB DESCRIPTION

City of Kerrville, Texas

Effective Date: December 2020

Position Title:

HR Control #: 104-D01

**SENIOR MANAGEMENT ANALYST**

<b>Division</b>	City Manager's Office	<b>Pay Grade</b>	32
<b>Department</b>	Administration	<b>FLSA Classification</b>	Exempt
<b>Supervisor</b>	City Manager	<b>Employment Status</b>	Regular Full-Time

### **Job Summary:**

Under general direction, is responsible for coordinating, planning, and monitoring City and departmental projects for the City Manager's Office/Administration. Conducts research, analyzes data, develops planning timetables, evaluates systems policies and procedures, and makes recommendations to the City Manager and Deputy City Manager. Serves as primary staff support for the City's Main Street program and other program areas as assigned.

**Disclaimer:** *The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.*

**Principal Duties and Responsibilities:** This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

1. Plans and conducts studies to improve the utilization of human and other organizational resources.
2. Analyzes complex data, policies, practices, systems, procedures, and develops written summaries on findings and recommendations.
3. Consults with departments or divisions to improve productivity and delivery of services.
4. Participates in preparing and monitoring annual budget.
5. Prepares management reports and delivers presentations.
6. Prepares detailed reports and presentations on proposed and ongoing projects.
7. Coordinates departmental projects with city-wide impact, to include the dissemination and communication of information to affected City departments.
8. Prepares grant applications for securing project funds from governmental agencies and financial institutions in coordination with the City Attorney, City departments, other governmental entities, private firms, and citizens.
9. Prepares detailed reports, presentations and presents projects to City Manager's Office and other departments and organizations.
10. Performs related duties and fulfills responsibilities as required by the City Manager and Deputy City Manager.
11. Performs other duties as may be assigned.

### **Required Knowledge, Skills and Abilities:**

- Knowledge of organization strategic planning principles.
- Knowledge of management information systems.
- Knowledge of budget and accounting principles.
- Knowledge of operations research.
- Knowledge of computer software and hardware applications.
- Knowledge of systems analysis principles.
- Ability to analyze complex organizational structures and functional relationships.
- Ability to conduct cost/benefit analysis studies of major organizational problems or opportunities.

**Job Title: Senior Management Analyst**

- Ability to apply statistical and other quantitative methods to organizational studies.
- Ability to communicate effectively with all levels of management.
- Ability to supervise staff and coordinate major study projects.
- Ability to perform all the physical requirements of the position, with or without accommodations.
- Excellent interpersonal and verbal/written communications skills.
- Excellent office-related organizational skills.
- Skill in operating a computer and utilizing software, including Microsoft Word and Outlook, Excel, PowerPoint, Adobe Acrobat.
- Ability to handle difficult and stressful situations working with the public.
- Ability to establish and maintain effective working relationships with City staff and officials, other government officials, community groups, the general public, and media representatives.
- Ability to maintain regular and predictable attendance.

**Machines, Tools, Equipment and Work Aids:**

- General office equipment including but not limited to: computer, copier, and printers.

**Education, Certification and Experience Required:**

- Bachelor's Degree from an accredited college or university with major coursework in Business, Public Administration, or a related field.
- Master's Degree in Public Administration, or related field is preferred.
- One (1) year of experience in a relevant field, including but not limited to management, analysis, or policy development is required with three (3) years of experience being preferred.
- Possession of a valid Texas Class C driver's license.

**Physical and Environmental Conditions:**

Duties are generally performed in an office setting. Some light work requiring occasional lifting objects up to 20 pounds to move objects. Must be able to sit for long periods of time. Work may also require stooping, kneeling, crouching, bending, standing, walking, pushing, and pulling.

**Special Requirements:**

- Must maintain a professional appearance.
- Must work some evenings, weekends and/or holidays.

**Signature/Approval:**

I hereby acknowledge review and understanding of this job description and can perform the duties of this position:

with a reasonable accommodation

without a reasonable accommodation.

Printed Name of Employee		Signature of Employee		Date
City Manager				
Job Title of Department Director		Signature of Department Director		Date