

METRO

Classification Description

Title: Senior Management Analyst
Job Code: 0335
Pay Range: 18
FLSA Status: Exempt - Administrative

Bargaining Unit: AFSCME 3580
Established:
Revised: 2007

Classification Summary:

Perform complex technical or administrative duties including research, analysis, evaluation, report writing and presentation in area of assignment. Provide consultative services to department.

Supervision Received:

Supervision is received from a supervisor, manager or director.

Supervision Exercised:

May provide lead direction to professional and other staff within program area.

Distinguishing Features:

The Senior Management Analyst classification is distinguished from the Associate Management Analyst classification by involvement in policy formulation and evaluation within area of expertise or program area and/or by the responsibility to serve as lead over other professional staff. Incumbents in this classification are recognized as specialists in a specific program or functional area.

Essential Functions:

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks an employee in this classification may be expected to perform.

1. Reviews, interprets and monitors contracts and related documents. Prepares drafts and assists with contract negotiation.
2. Provides organizational support, research and materials for committees. Develops reports as requested.
3. Remains current on legal requirements, regulations and bills impacting program area. Updates policies or procedures to reflect changes and notifies appropriate personnel.
4. Liaise with Metro administrative and technical staff, committees, contractors and consultants. Provides technical support and consultative assistance to Metro staff.

METRO

Classification Description

5. Develops and organizes the work program for a specific study. Coordinates with staff to ensure timely completion.
6. Prepares reports covering complex analysis of various issues. Runs queries, compiles data, develops summary reports and presents results to Council, committees, boards and commissions.
7. Develops, manages and maintains databases, systems and software programs specific to program area.
8. Participates in policy formulation. Prepares program area policy and procedure recommendations. Develops appropriate systems to incorporate recommendations.
9. Develops and monitors program area budget to comply with Metro policies and goals. Develops financial forecasts and projections for annual budget and long-term planning.
10. Assures procedural and substantive compliance of all Metro contracts, grants and purchases with public contract law and Metro code. Establishes process for proper contract monitoring and reporting.

Secondary Functions:

1. Performs other related duties as assigned.

Job Specifications:

Bachelor's degree in the program area of specialty and three years of general administrative, governmental or contract administration experience; or any combination of experience and education which provides the applicant with the desired knowledge, skills, and ability required to perform the job.

Knowledge, Skills and Abilities:

1. Knowledge of contract administration and policies
2. Knowledge of the principles, policies and legislation applicable to program area
3. Knowledge of software and business applications used in department
4. Ability to organize and conduct complex research studies
5. Ability to communicate effectively, both orally and in writing
6. Ability to work independently and as part of a team
7. Ability to serve as a lead over other professional staff

METRO Classification Description

Working Conditions:

This position requires the ability to perform those activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Position may require frequent or continuous fingering, talking, sitting, and repetitive motions of the hands/wrists. May also require occasional walking, standing, reaching, grasping, handling and the ability to lift and/or carry up to 25 pounds.