



Newport News, Virginia

JOB DESCRIPTION
**MANAGEMENT ANALYST
(ADMINISTRATION)**
PUBLIC WORKS



GENERAL STATEMENT OF RESPONSIBILITIES

Under limited supervision, this position is responsible for a variety of research and analysis in support of Public Works activities. Reports to Director of Public Works.

ESSENTIAL JOB FUNCTIONS

Researches and analyzes management, personnel and equipment record initiatives, legislative issues, and other policy related matters. Assists in the development and revision of departmental policies and business processes and ensures that they are within city, state and federal guidelines; coordinates accreditation programs and special projects.

Develops, or facilitates the development of, media communications and public education information and programs regarding department activities.

Performs detailed reports and analytical studies, including statistical analysis, manpower and staffing, budgeting, and related areas; assists with development and and writes long and short-term plans. Coordinates and compiles departmental or divisional performance measures; participates in setting goals and objectives; researches best practices; performs trends analysis; generates quarterly and other statistical progress reports.

Manages and coordinates all department and division activities related to National American Public Works Association Accreditation Program (APWA); maintains all related records and reports; coordinates actual accreditation process with APWA.

Organizes and serves on committees or teams for special events or projects to develop plans, programs, or policies which may involve other departments, agencies, and citizen representatives.

Researches and develops detailed reports and statistical analysis on various community support issues and needs; coordinates information among various internal and external agencies and organizations; establishes and maintains systems for obtaining, maintaining, and analyzing statistical information developed within the department.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Public Relations and Communications – Knowledge of the principles, techniques and methods of public relations, marketing and communications. Knowledge of the production of multimedia graphics, brochures and other visual aids.
- Information Technology – Knowledge of office equipment and personal computer to include word processing and a variety of presentation media. Thorough knowledge of computer systems and business applications.
- Strategic Planning – Thorough knowledge of research and analysis methods and techniques; thorough knowledge of statistical analysis and forecasting techniques.

REQUIRED SKILLS

- Critical Thinking – Uses logic and reasoning to understand, analyze, and evaluate complex situation and researches information to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to the situation.
- Interpersonal Relationships – Develops and maintains cooperative and professional relationships with employees and all levels of management to include representatives from other departments and organizations. Handling all interactions with poise, tact and diplomacy and in a confidential manner. Is aware of others' reactions and understands why they react as they do.
- Judgment/Decision Making – Evaluates the best method of research and then exercises appropriate judgment in establishing priorities and resolving complex matters. Considers the relative costs and benefits of potential actions to choose the most appropriate one.

REQUIRED ABILITIES

- Communication – Excellent ability to communicate ideas and proposals effectively so others will understand to include preparation of reports. Ability to handle a variety of issues with tact, diplomacy and in a confidential manner.
- Time Management – Ability to plan and organize daily work routine. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Implements work activities in accordance with priorities and estimated schedules.
- Mathematics – Ability to perform basic arithmetic and simple calculations.

EDUCATION AND EXPERIENCE

Requires a Bachelor's Degree in Public Administration, Public Relations, Business Administration or a related field, and 3-5 years of responsible experience in policy analysis and development, policy administration or research analysis or an equivalent combination of education and experience. A Master's Degree is preferred.

ADDITIONAL REQUIREMENTS

Must successfully complete the required National Incident Management System (NIMS) Incident Command System Certifications within one year of employment.

The job is considered Essential Personnel and will be required to work during and following natural disasters and emergency situations.

PHYSICAL REQUIREMENTS

- Requires the ability to exert light physical effort in sedentary to light work
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or work station.
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SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Essential functions are regularly performed without exposure to adverse environmental conditions.