

CITY OF RAMSEY POSITION ANALYSIS

POSITION TITLE: Draft - Management Analyst

DEPARTMENT: Administrative Services

POSITION TITLE OF IMMEDIATE SUPERIOR: City Administrator

FLSA STATUS: Exempt

PRIMARY OBJECTIVE OF POSITION:

This position supports the operations of the Administrative Services and Community Development Departments. Under the general supervision of the City Administrator, this position is responsible for assisting city staff with various Administrative, Economic Development, or Planning Division work, as well as research/analysis and special projects related to city functions or events.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist with the administration of planning division activities.
- Assist with the administration of economic development activities.
- Assist with communication between existing and prospective property owners/developers regarding economic development opportunities.
- Assist in attracting new commercial, industrial and office projects.
- Coordinate with special projects that includes research, analysis, presentation, and recommendations.
- Create spreadsheets, presentations, graphs and written documents on behalf of the City Administrator.
- Assist with the City's Citizen Request Management (C.R.M.) System.
- Research and prepare award and grant applications, proposals and presentations.
- Participate in City Council meetings and work-sessions
- Participate in the development of operations policies, practices, procedures and recommendations.
- Maintain and foster an environment that helps facilitate excellent customer service.
- Serve as liaison with state, county, and local officials to exchange information and coordinate activities associated with this position.
- Perform other duties and assume responsibilities as apparent or assigned.

ESSENTIAL KNOWLEDGE SKILLS AND ABILITIES:

- Working knowledge of federal and state statutes, city codes, and other requirements affecting municipal government operations.
- Ability to interpret policy decisions and guidelines and to develop practical solutions and programs.
- Ability to resolve conflicts and negotiate solutions.

- Considerable ability to maintain confidential or proprietary information within the bounds of the law.
- Skill in analyzing facts, organizational procedures, and operational considerations.
- Ability to work independently, determine priorities, work collaboratively, and make appropriate decisions.
- Computer knowledge and the ability to work with various software programs. Knowledge and ability to operate typical office equipment.
- Knowledge of data privacy as it relates to City release of information.
- Ability to exhibit tact, courtesy, good judgment and communicate effectively both verbally and in writing and maintain effective working relationships with state and federal agencies, private businesses, elected officials, committee members, vendors, consultants, co-workers and the general public.
- Ability to work normal working hours: Monday – Friday, 8:00 a.m. – 4:30 p.m., as well as the ability to work extended hours and attend evening meetings.
- Ability to attend work punctually and regularly.

MINIMUM QUALIFICATIONS:

- Bachelor’s Degree in public administration, political science, or related field.
- One (1) year related municipal experience.
- Must successfully complete a criminal background check.
- Ability to socially, physically and mentally perform the essential functions under working conditions as described herein.
- Ability to speak, read, write and comprehend the English language.

DESIRED QUALIFICATIONS:

- Academic and/or 2 years’ practical experience in local government.
- Master’s degree in public administration or related field.

REQUIRED CERTIFICATES, LICENSES AND REGISTRATIONS:

- Must possess and maintain a valid Minnesota Class D Driver’s License.

JOB ACTIVITY REQUIREMENTS

	Very Important (Mandatory - you must do it to perform job)	Important (Usually required for the job but not mandatory)	Slightly Important (Sometimes needed to perform job)	Not Important (Do not need it to perform job)
Physical Activities:				
1. Standing	X			
2. Sitting	X			
3. Walking	X			
4. Lifting	X			
5. Pushing/Pulling	X			
6. Carrying	X			
7. Climbing			X	
8. Kneeling (bending leg at knee and resting on knee)		X		
9. Crawling (moving about on hands and knees)			X	
10. Crouching (bending at knees)	X			
11. Bending at waist	X			
12. Reaching (extending hands and arms in any direction)	X			
13. Handling objects (grasping, turning or otherwise using hands or hand)	X			
14. Repetitive hand motion			X	
15. Use of arm muscles over extended periods			X	
16. Use of leg muscles over extended periods		X		
17. Overhead work (over shoulder height)			X	
18. Stationary desk or bench work with neck bent forward		X		

Are the following weights lifted? If yes, describe.

- 0 - 10 pounds X
- 11 - 24 pounds X
- 25 - 34 pounds X
- 35 - 50 pounds X
- 51 - 74 pounds
- 75 - 100 pounds

What object(s) are lifted:

Manuals, books, files.

From what height to what height?

1 to 3 feet.

Are the following weights carried? If yes, describe.

0 - 10 pounds X
11 - 24 pounds X
25 - 34 pounds X
35 - 50 pounds X
51 - 74 pounds
75 - 100 pounds

How far are these weights carried?

1 foot to 100 feet.

Job requires:

Working outdoors?	<u> X </u> Yes	<u> </u> No
Working indoors?	<u> X </u> Yes	<u> </u> No
Operating forklifts, dangerous machinery or vehicles?	<u> </u> Yes	<u> X </u> No
Supervising other employees?	<u> </u> Yes	<u> X </u> No
Working with chemicals?	<u> </u> Yes	<u> X </u> No
Working near fumes/vapors?	<u> X </u> Yes	<u> </u> No

Created March 2012

These examples are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. The job description is subject to change as the needs of the employer and requirements of the job change. The City of Ramsey reserves the right to change and/or eliminate any and all job duties if needed.)