**DISCLAIMER**

**This job description is provided for general informational purposes, may not apply to your city's specific situation and should not be considered a comprehensive description of the job position. It should be used for comparative purposes only. The job description should be tailored to reflect the actual qualifications and job duties relevant for this position in the context of your city. You should consult with a human resources professional and your city attorney before taking any action based on this job description.**

**Population: 10,000 – 24,999**

**MANAGEMENT ANALYST**

Full Time

The City is seeking a Management Analyst to administer grants for various state and federally funded programs. Compiles and submits grant applications; researches funding sources and program opportunities. Assists City with grant activities; monitors and ensures compliance with all requirements for awarded grants, and monitors budget expenditures to track revenues and expenses. Coordinate special projects and conduct research and analysis for the City and various departmental functions and operations. Assists the City and department managers with strategic and long-range planning for departmental operation. Keep City Manager apprised of developments at the state and federal level that impact the City; monitors pending legislation for impact on operations; and oversees compliance with new legislation.

Processes payroll and documentation pertaining to payroll for City employees; establishes new employee files in computer system; enters payroll data such as pay rate, tax withholding, etc. Review timesheets for accuracy and researches discrepancies; enter hours worked, vacation, sick time, etc.

Prepares agenda items for and attends City Council meetings.

Minimum Qualifications includes Bachelor’s degree in Business Administration, a field related to assigned operation (accounting, human resources), or equivalent technical experience and three (3) years of progressively responsible experience performing similar activities. Must be skilled in using various forms of computer software such as Microsoft Office. Require excellent interpersonal skills. Any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position. Experience in a Municipal Government and INCODE software is strongly desired. EOE.