



Title: Senior Management Analyst

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Direction received varies by assignment.

Exercises direct supervision over professional and para-professional staff.

MINIMUM QUALIFICATIONS:

- **Education:** Bachelor's degree in any field or equivalent.
- **Experience:** Minimum of five years related experience. Requires a broad knowledge of complex systems and procedures.
- **Licenses/Certifications/Special Requirements:**
 - May require proficiency in Excel, PowerPoint, Access, CClass, Adobe Acrobat Pro, Adobe Illustrator, Crystal Reporting, Cognos, Harris Northstar, iNovah, TaxMantra, FASTER, SQL, TRAK, Pneumercator, PeopleSoft, Hansen and Microsoft Word, dependent upon assignment.

PREFERRED/DESIRABLE QUALIFICATION(S):

- Experience in a municipal or government setting.
- Additional years of progressively responsible experience is preferred.
- Bachelor's degree in is preferred.
- Previous Supervisory experience is preferred.

JOB SUMMARY:

The purpose of this position is to provide the department with professional-level administrative and supervisory support. This is accomplished by assisting in independent research, establishing department or division goals, assisting in developing and coordinating the department, division and/or program budget(s), developing and recommending improved systems and procedures, and assisting in developing and overseeing programs and projects. Incumbents exercise supervision over professional, para-professional, technical, and/or administrative employees.



City of Peoria

HUMAN RESOURCES

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Supervises staff by planning, prioritizing and supervising daily tasks and activities, ensures procedure and policy compliance, evaluates assigned services, monitors and coaches staff performance and development, and recommends personnel actions.
2	Coordinates fiscal activities of the department, division, and/or program(s) by assisting in developing and managing the budget; forecasts revenues and expenditures to help make logical and analytical projections; presents proposals for approval, presents financial reports, responds to inquiries, participates in the complex analysis and reconciliations, authorizes payments and monitors expenditures for recommended adjustments.
3	Analyzes operating problems and establishes or modifies strategic plans to develop solutions; plans for and initiates programs and systems to meet department needs and develops new business processes or procedures.
4	Supports department functions by establishing procedures and guidelines; defines, administers and/or oversees projects and programs, which could include capital projects and grants; approves purchase orders and invoices; establishes project objectives and priorities; defines trends; and conducts and supervises research.
5	Represents the department by attending and facilitating meetings and committees, developing and presenting information to staff, departments, management, and the public; ensures all policies and procedures are followed; manages difficult customer requests and inquiries and provides information to resolve issues.



PHYSICAL DEMANDS AND WORK ENVIRONMENT:

<p align="center">Physical strength for this position is indicated below with “X”</p> <p align="center">The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p>					
Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	X	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

<p align="center">Work environment for this position is indicated below with “X”</p> <p align="center">The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p>				
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.	X	Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers and related software, printers, DVRs, webcams and related conferencing software, projectors, scanner, copy / fax machine, telephone, calculator.

PROTECTIVE EQUIPMENT REQUIRED:

None required.