

CHIEF MANAGEMENT ANALYST

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for coordinating the efforts of interdepartmental management teams appointed by the County Administrator. The work is performed under the general direction of the County Administrator with considerable leeway allowed for the exercise of independent judgment. Supervision may be exercised over the work of others. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the type of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Supervises and directs interdepartmental management teams;

Reviews and evaluates program effectiveness and efficiency of county departments;

Drafts major administrative reports to the Legislature, including but not limited to, the Budget Address, County Administrator's Quarterly Reports, and various program management recommendations;

Prepares testimony for Congressional, State Legislative, and other public hearings;

Drafts speeches on all topics pertaining to County Government and County initiatives;

Represents the County Administrator and the Legislative Chairman at various meetings as assigned;

Handles special projects for the Legislative Chairman on behalf of the County Administrator;

Oversees Criminal Justice Task Force and Alternative Sentencing Coordinator;

Prepares the Annual County Platform and assist in its' presentation to State representatives, and perform follow-up activities;

Develops and coordinates in-service seminars (i.e.: Organization Mission Attainment, Motivation and Productivity, and Client Abuse Prevention);

Prepares National Achievement Award nominations for exemplary County programs.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Through knowledge of the principles and practices of organizational theory and program evaluation; thorough knowledge of the structure of local government and of the function of its various departments and units; thorough knowledge of laws, rules and regulations pertaining to government budgeting, fiscal management and general administration; ability to prepare detailed narrative and statistical reports; ability to read and understand complex written material including laws, rules, regulations, flow charts, tables of organization; ability to express oneself clearly and concisely, orally and in writing; ability to

Chief Management Analyst

make detailed budget and operation analyses; ability to establish and maintain effective working relationships with Federal, State and Municipal officials and employees; ability to supervise the work of others; good judgment; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of a Master's Degree in Public Administration, Business Administration or a closely related field and two (2) years of experience conducting management improvement studies, program evaluations or budget analyses; **OR**
- B. Possession of a Bachelor's Degree in Public Administration, Business Administration or a closely related field and four (4) years of experience as indicated in B above; **OR**
- C. Two (2) years of experience as a Management Analyst.

ULSTER COUNTY
1200 CH MGT ANL
Classification: Competitive
Grade: 19
Union: CSEA

Adopted: December 31, 1987