

SENIOR MANAGEMENT ANALYST

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for analyzing, evaluating and recommending improvements to county policies, procedures, organizational structures and fiscal affairs. The work is performed under general direction of the head of the department in which the position exists. Considerable leeway is allowed for the exercise of independent judgment in carrying out the details of the work. Supervision over the work of others assigned to specific projects is a responsibility of an employee in this class. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety 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.

Studies, and/ or supervises the study of, organizational structures, policies and procedures and prepares recommendations as to how to improve same;

Assists, and in some cases supervises, in the implementation of managerial improvements by explaining changes in structure, procedures or policies to operating personnel, by monitoring transitional progress and by resolving minor transitional problems as they arise;

Reviews, analyzes, and/ or supervises the analysis of, financial statements, budget transfers and departmental budget requests;

Prepares summaries showing fiscal impacts, savings, revenues and other information needed by the County Executive for budget analysis and control;

Provides recommendations as to whether to approve budget requests and other fiscal transactions;

Attends and provides information at, meetings, hearings and conferences;

Establishes and maintains liaison with Federal, State and local government officials;

Prepares, and/ or supervises the preparation of, general correspondence, memoranda, flow charts, tables of organization and detailed narrative, statistical and financial reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles and practices of organizational theory, program evaluation and budgeting; thorough knowledge of the structure of local government and of the function of its various departments and unit; good 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 supervise the work of others; ability to express oneself clearly and concisely, orally and in writing; ability to make detailed budget and operational analysis; ability to establish and maintain effective working relationships with Federal, State and local officials

and employees; good judgment; initiative; tact; courtesy; 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 closely related field and two (2) years of full-time paid, or its' part-time equivalent, experience conducting management improvement studies, program evaluations or budget analysis or closely related work; **OR**
- B. Possession of a Bachelor's Degree in Public Administration, Business Administration or closely related field and four (4) years of full-time paid, or its' part-time equivalent, experience conducting management improvement studies, program evaluations or budget analysis or closely related work; **OR**
- C. Possession of an Associate's Degree in Public Administration, Business Administration or closely related field and six (6) years of full-time paid, or its' part-time equivalent, experience conducting management improvement studies, program evaluations or budget analysis or closely related work; **OR**
- D. An equivalent combination of training and experience as indicated in A, B and C above.

ULSTER COUNTY
6325 SR MGT ANL
Classification: Competitive
Union: SMNU
MGT

Adopted: November 21, 1995
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