

**TOWN OF WAYLAND
POSITION DESCRIPTION**

Title: Management Analyst
Department: Selectmen's Office
Appointing Authority: Town Administrator
Affiliation: Non-Union
Grade: N-6
Personnel Board Approved: 12/13/2018

Summary of Duties

The Management Analyst performs professional, analytical, and managerial work to evaluate, optimize, and monitor operations within and between town departments. Under the direction of the Town Administrator and in cooperation with department managers, the Management Analyst will review and analyze data, design programs and initiatives to optimize operations, perform program evaluations, and provide project management support during the implementation of new initiatives.

Supervision Received

The Management Analyst reports to and works under the administrative and policy direction of the Town Administrator.

The Management Analyst performs highly responsible duties of a professional, complex, and technical nature, requiring knowledge of municipal operations. Refers unusual circumstances and problems to supervisor.

Job Environment

The Management Analyst performs work in typical office conditions, with frequent interruptions and requests for information, and must operate a personal computer. The Management Analyst may attend evening meetings with various boards and committees, annual and special town meetings, and other meetings and forums as necessary.

The Management Analyst has frequent contact with Town and School employees, members of Town and School boards and committees, and Town residents. Close

coordination and collaboration is required with Town departments and boards/committees regarding a variety financial, management, and operational matters.

The Management Analyst has access to town-wide confidential information and other matters discussed in Executive Session of the Board of Selectmen, Finance Committee, and other boards or committees. Discretion in all related communications is required.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Researches, gathers and analyzes data on financial and operational matters pertinent to town departments; reports findings to the Town Administrator and other senior staff or boards, as appropriate, to assist in making well-informed decisions.

Assists in the preparation of the operating and capital budgets, conducts research to evaluate budget requests and recommend performance goals; works with department heads to prepare cost-benefit analyses; prepares comparative analyses of alternative courses of action.

Under the direction of the Town Administrator, the Management Analyst collects and analyzes data pertinent to collective bargaining negotiations and assists in the development of collective bargaining strategy.

The Management Analyst may manage project teams, as assigned by the Town Administrator, to achieve operational goals.

The Management Analyst may attend Finance Committee, Board of Selectmen and other committee meetings to present research, analysis, and project updates to boards, as directed by the Town Administrator.

Prepares correspondence, reports, and project plans, and other documents that identify and explain research, analysis, and progress.

Performs other duties as assigned.

Recommended Minimum Qualifications

Education:

Bachelor's Degree in public administration, finance, economics, or a related field.
Master's Degree preferred.

Experience:

Two years of related policy analysis and operations experience, preferably in a municipal setting.

Substitutions:

An equivalent combination of education and experience.

Licenses/Certificates:

Must possess a valid driver's license.

Knowledge, Abilities and Skills:

- Knowledge of statistical analysis and reporting.
- Knowledge of Microsoft Office products with the ability to create detailed spreadsheets
- Ability to recognize priorities and work cooperatively to document and achieve operational goals.
- Ability to work independently.
- Ability to communicate effectively, both orally and in writing.
- Ability to work with diverse groups, often with competing goals.
- Ability to plan, organize, and publicly present detailed information.
- Ability to handle confidential information discretely.
- Excellent customer service and public relations skills in addressing sensitive and demanding issues.

Physical Requirements

Light physical effort required to perform duties under typical office conditions. Frequently required to sit, communicate, and move around the Town Building. Occasionally required to lift and carry heavy books and reports. Vision requirements include the ability to read routine and complex documents and use a personal computer.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.