



Job Title	Management Analyst
Department	Public Works
Employment Status	Full-Time
Exempt/Nonexempt Status	Exempt
Grade	8

Scope of Work

This position supervises the day-to-day financial transactions within the Department of Public Works. The Management Analyst also assists in preparation and oversight of the Department's budget and provides other administrative functions, including oversight of personnel, payroll and accounting functions.

Supervision

Received	Director of Finance/Administration for Public Services
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Exercised	Direct supervision of Administrative Specialists and Finance Assistants (three in total)
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Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

- Coordinates and oversees, in conjunction with the Finance Director, the development, submission and administration of the Public Works Department's operating budgets to ensure accuracy, appropriateness, compliance and effectiveness of budget documents.
- Compiles quotes, projects future costs, analyzes each division's budget and their impact on the Department's budget.
- Tracks line-item spending throughout the year, providing guidance on line item budgeting.
- Oversees administrative aspects of purchasing and insurance programs, including purchase order approval in compliance with budget and procurement law and vehicle and property damage reports
- Oversees personnel, payroll and accounting functions in the Department; coordinates recruitment and hiring procedures including conducting interviews and hiring negotiations.
- Oversees accounts receivable and supervises associated personnel related to water and sewer billing, RTS billing, street permits, and over the counter transactions.
- Researches and prepares grants for funding departmental activities and projects.
- Provides assistance with work order system, including coordinating work order assignments; coordinating communication between contractors, DPW staff and Town staff; tracks status updates and communicates those; coordinates project scheduling;

- Assists in procurement for the Department; compiles bidding calendars; coordinates the preparation of specifications and bids; oversees bidding procedures for procurement compliance; publicly advertises bids; receives and opens bids; drafts and awards contracts and change orders; reviews specifications with architects and contractors; monitors contract performance; verifies contract pricing on invoices ensures administrative contract compliance.
- Participates on several committees, as assigned.
- Conducts policy research on issues affecting the Department.
- Prepares and edits reports as requested.
- Provides effective and efficient customer service and promotes and maintains responsive community relations.
- Follows safe work practices.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Graduation from a college or university with a Bachelor's Degree in Business, Finance or related field, supplemented by at least 4 years of experience in budgeting and/or project management.

Knowledge, Ability, and Skill

In addition to the requirements of work, the individual should also have the following knowledge, ability, and skill:

Knowledge of	<ul style="list-style-type: none"> • Department policies and procedures, specifically pertaining to procurement and budgeting. • Massachusetts procurement practices and requirements. • The use of standard office equipment including computers and relevant software programs.
Ability to	<ul style="list-style-type: none"> • Multi-task and prioritize work. • Work independently with minimal supervision. • Maintain confidentiality. • Communicate effectively both verbally and in writing. • Manage all aspects of assigned projects and programs. • Conduct research and prepare complex correspondence and reports. • Assign and supervise the work of others; motivate employees to work toward common goals. • Establish and maintain effective working relationships with supervisors, coworkers, contractors, vendors, and the general public.
Skill in	<ul style="list-style-type: none"> • Oral and written communications. • Strategic thinking and decision making. • Organization and planning. • Public relations.

Necessary Special Requirements

Ability to obtain MCPPO Certification while in the position.

Physical Demands

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.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee must occasionally lift and/or move up to 50? pounds.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer