



Town of Queen Creek Management Analyst, Senior

SALARY	\$37.92 - \$54.98 Hourly \$78,871.32 - \$114,363.41 Annually	LOCATION	AZ 85142, AZ
JOB TYPE	Full-time	JOB NUMBER	2024 - 1989
DEPARTMENT	Capital Improvement Projects	OPENING DATE	06/07/2024
CLOSING DATE	6/23/2024 11:59 PM Arizona		

Description

****Council approved a 4% range adjustment effective 7/1/2024; the pay range for this position will be adjusted following this effective date.***

The current vacancy is in our Finance Department and will primarily support the CIP Finance Division.

This job classification description is intended to be generic in nature and not an exhaustive list of all duties and responsibilities. The specific tasks/duties may vary based on position assignment and as determined by the Town of Queen Creek.

JOB CLASSIFICATION SUMMARY

Positions assigned to this class are responsible for performing a variety of advanced to complex technical and program related duties as required to support an assigned/or assigned Town program(s) as assigned.

DISTINGUISHING CHARACTERISTICS

This is a fully qualified and experienced level professional classification in the management support and analysis job family.

Incumbents perform the full range of duties that demonstrates knowledge of expected functional requirements or performance specifications within assigned functional area. Work involves the application of sound principles and best practices associated with planning and problem solving. Works independently and performs varied assignments requiring broad knowledge in accounting/finance. Refers complex issues to management.

Examples of Duties

ESSENTIAL DUTIES

The following are intended to describe core work functions of this classification. While the level and broad nature of essential duties may not change, specific work tasks will vary over time depending on the Town's needs.

- Monitors and keeps abreast of applicable Federal, state and local laws, codes, rules, regulations, standards, policies and procedures related to assigned programmatic area(s); Identifies proposed changes and determines impact; communicates proposed and/or approved changes; monitors and assists in ensuring Town compliance.
- Develops staff reports to Council and other Boards/Commissions; coordinates meetings; develops agendas; and provides information to appropriate internal staff for public posting.
- Preparation and analysis of budget; prepares budget to actual variance analysis, identifying patterns; prepares budget forecasts; develops cost analyses; prepares a variety of departmental budget documents and

correspondence including, base budgets, budget narratives, supplemental requests, staffing analyses, and related items.

- Compiles, analyzes and presents department program performance measures.
- Studies complex operational and/or programmatic problems and makes recommendations on improvements; evaluates recommended changes in organization, policy, and procedures and reports on the merits of the recommendations.
- Researches and responds to inquiries and concerns; serves as liaison between various stakeholder groups and assigned department.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Performs extensive research for special project or assigned programmatic area(s); collects information on operational and administrative problems and performs comprehensive analysis; synthesizes information and makes recommendations on policy issues; prepares comprehensive administrative, operational, and statistical reports or manuals for use by internal and/or external organizations.
- Prepares quarterly and annual reports applicable to assigned area of responsibility and submits to appropriate internal departments or external agencies; may serve as a liaison between applicable external agencies and the Town.
- Prepares reports of program/division/department activities and trends.
- Attends various meetings to function as a representative for a division/department/Town; coordinates division/department retreats and on-site trainings; facilitates and speaks at conferences and workshops; prepares and gives presentations.
- Reviews, responds to and resolves a variety of requests or complaints from employees and/or the general public requiring interpretation of regulations, policies and procedures; research background and confer with management and legal counsel to determine the Town's position on the issue; communicates with parties involved; coordinates/implements solutions to resolve problems.
- Preparation and administration of division/department budgets; assists in the development, interpretation and administration of department goals, objectives, policies, and procedures.
- Makes presentations to a variety of internal and external stakeholders.
- Responds to requests for information from a variety of agencies, internal departments, and/or external constituents.
- Manages special and ongoing projects for executive management staff.
- Prepares and monitors annual department operating budgets and mid-year budget adjustments
- Responsible for the procurement of a wide variety of materials, supplies, services.
- Manages annual contracts for a wide variety of supplies, services, consultants and capital equipment
- Contract administration documents including contract expiration notices, contract summaries
- Performs related work as assigned.

Typical Qualifications

MINIMUM QUALIFICATIONS (at job entry)

Education and Experience:

Bachelor's Degree from an accredited college or university in Business Management, Public or Business Administration, Political Science, or a related field and 5 years of professional management support experience; or an equivalent combination of directly related education and experience.

KNOWLEDGE

- Municipal administration principles, practices, and procedures;
- Principles, practices and techniques related to professional level oral and written communications;
- Operational processes and procedures in assigned area of responsibility;
- Complex mathematical calculations;
- Reading, comprehending and applying complex technical, legal, scientific and other related documents;
- Advanced principles and practices in assigned area of responsibility;
- Budgeting principles and practices;
- Public involvement processes including meeting posting and notices, media, public relations, meeting organization, and open meeting laws;
- Research and statistical methods and techniques used in public administration;

- Project administration;
- Customer service principles;
- Standard office equipment including the computer and programs relevant to the performance of applicable duties and responsibilities;
- Principles and practices in assigned area of responsibility;
- Applicable Federal, state and local laws, codes, ordinances, rules and regulations.
- Project administration principles and practices;
- Budget planning and administration;
- Methods, policies, and procedures involved in purchasing a large quantity and variety of materials, supplies, equipment, and services;

SKILLS

- Planning, organizing, preparing, and presenting information, both verbally and in writing, for various audiences;
- Performing complex integrative mathematical calculations;
- Reading and interpreting complex technical, legal and/or scientific literature;
- Administering and analyzing budget information;
- Evaluating program and/or departmental performance;
- Listening and communicating effectively and tactfully with various audiences;
- Exercising resourcefulness when addressing and resolving problems;
- Making complex decisions and interpretation in accordance with established rules, policies and procedures;
- Researching, analyzing, and preparing information and/or recommendations;
- Maintaining confidentiality and exercising good judgment in handling sensitive information;
- Analyzing complex data, drawing logical conclusions and make sound decisions and recommendations based on findings;
- Interpreting, applying and explaining applicable Federal, state and local laws, codes, ordinances, rules and regulations;
- Using computers and related software applications;
- Communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and other interested parties sufficient to exchange or convey information and to receive work direction.
- Analyzing bid proposal and contract provisions to ensure compliance with Town policies, and public procurement;
- Comprehending and making inferences from complex written material and verbal and/or written instructions;

Supplemental Information

OVERALL PHYSICAL STRENGTH DEMANDS:

Physical Strength for this classification is indicated below with an “X”	
X	Sedentary: Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.
	Light: Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.
	Medium: Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.
	Heavy: Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.
	Very Heavy: Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C	F	O	R	N
Continuously	Frequently	Occasionally	Rarely	Never
2/3 or more time	1/3 to 2/3 of time	Up to 1/3 time	< 1 hour per week	Never occurs

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

Physical Demand	Brief Description	C	F	O	R	N
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Standing	Communicating with co-workers, observing work site, observing work duties			X		
Sitting	Desk work	X				
Walking	To other departments/offices/office equipment			X		
Lifting	Supplies, files				X	
Carrying	Supplies, files				X	
Pushing/Pulling	File draws, tables and chairs				X	
Reaching	For supplies, for files		X			
Handling	Paperwork		X			
Fine Dexterity	Computer keyboard, telephone pad, calculator, calibrating equipment	X				
Kneeling	Filing in lower drawers, retrieving items from lower shelves/ground				X	
Crouching	Filing in lower drawers, retrieving items from lower shelves/ground				X	
Crawling	Under equipment				X	
Bending	Filing in lower drawers, retrieving items from lower shelves/ground			X		
Twisting	From computer to telephone, getting inside vehicles		X			
Climbing	Stairs, step stool				X	
Balancing	On step stool				X	
Vision	Reading, computer screen, driving					
Hearing	Communicating with co-workers and public and on telephone, listening to equipment	X				
Talking	Communicating with co-workers and public and on telephone	X				
Foot Controls	Driving				X	
Other (Specify)						

MACHINES, TOOLS, EQUIPMENT, SOFTWARE AND HARDWARE:

Standard Office Equipment; Laptop, Printers, Copy Machines, etc.

ENVIRONMENTAL FACTORS:

D	W		M			S	N				
Daily	Several Times Per Week		Several Times Per Month			Seasonally	Never				
Health & Safety Factors	D	W	M	S	N	Health & Safety Factors	D	W	M	S	N
Mechanical Hazards					X	Respiratory Hazards					X
Chemical Hazards					X	Extreme Temperatures				X	
Electrical Hazards					X	Noise and Vibration					X
Fire Hazards					X	Wetness/Humidity					X
Explosives					X	Physical Hazards					X
Communicable Diseases				X							

Physical Danger or Abuse					X	
Other (Specify Below)						

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C	F	O	R	N			
Continuously	Frequently	Occasionally	Rarely	Never			
2/3 or more time	1/3 to 2/3 of time	Up to 1/3 time	< 1 hour per week	Never occurs			
Description of Non-Physical Demands			C	F	O	R	N
Time Pressure					X		
Emergency Situation							X
Frequent Change of Tasks					X		
Irregular Work Schedule/Overtime						X	
Performing Multiple Tasks Simultaneously				X			
Working Closely with Others as Part of a Team				X			
Tedious or Exacting Work				X			
Noisy/Distracting Environment						X	
Other (Specify Below)							

PRIMARY WORK LOCATION:

X	Office Environment
	Warehouse
	Shop
	Recreation/Neighborhood Center
	Vehicle
	Outdoors
	Combination of Office, Vehicle and Field
	Other (Specify Below)

Agency

Town of Queen Creek

Address

22358 S.Ellsworth Rd

Queen Creek, Arizona, 85142

Phone

(480) 358-3000

Website<https://www.queencreekaz.gov/government/departments/human-resources/career-opportunities>**Management Analyst, Senior Supplemental Questionnaire*****QUESTION 1**

Each applicant must complete the supplemental questionnaire as part of the application screening and selection process. The information you provide will be reviewed and used to determine your eligibility to move forward in the selection process. When answering supplemental questions, the information you provide must be substantiated within the application. Incomplete responses, false statements, omissions, or partial information may result in disqualification from the selection process. Do you agree to answer each supplemental question truthfully and that your responses can be verified from information included within the application?

- Yes
- No

***QUESTION 2**

Please select your highest level of completed education.

- High School Diploma or GED
- Associate's Degree or Vocational Degree
- Bachelor's Degree
- Master's Degree or higher

***QUESTION 3**

List your major (and minor, if applicable) for your response to question #2 for all post-secondary degrees you possess. If none, write "N/A."

***QUESTION 4**

How many years of professional-level management support experience do you have?

- No experience
- Some but less than 1 year
- 1 year but less than 3 years
- 3 years but less than 5 years
- 5 years or more

***QUESTION 5**

Please describe why you are applying for this position.

***QUESTION 6**

Describe your experience in MUNICIPAL capital budgeting for both expenditures and revenues/funding sources, including what your role and level of responsibility were. If no experience, type N/A.

***QUESTION 7**

Describe your experience working with Procurement staff in coordinating contracts, requisitions, purchase orders, etc. If no experience, type N/A.

***QUESTION 8**

Describe a complex issue or problem that you were personally responsible for analyzing and providing a recommended course of action. Explain the applied methodology used in your analysis. If no experience, type N/A.

***QUESTION 9**

Describe a time when you were given a project and it was something you'd never done before. What actions did you take? Describe the outcome. If no experience, type N/A.

***QUESTION 10**

List specific examples of your experience preparing and presenting written and/or oral reports to senior management and other interested parties, including external stakeholders. If no experience, type N/A.

***QUESTION 11**

Describe organization-wide policy-driven projects you have been involved with and your level of involvement (managed, coordinated, participated, etc.). Specifically describe your role in the success of the project. If no experience, type N/A.

* Required Question