

METRO Classification Description

Title: Assistant Management Analyst
Job Code: 0333
Pay Range: 14
FLSA Status: Non-exempt

Bargaining Unit: AFSCME 3580
Established:
Revised: 2007, December 2015

Classification Summary:

Perform a variety of entry-level professional, technical and administrative duties such as budgeting, personnel, contracts, accounting and purchasing under general supervision

Supervision Received:

Supervision is received from a supervisor or manager.

Supervision Exercised:

May lead clerical or other non-professional employees.

Distinguishing Features:

The Assistant Management Analyst classification is distinguished by the performance of entry-level professional assignments under close supervision or clearly defined direction.

Essential Functions:

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks an employee in this classification may be expected to perform.

1. Provides technical support and assistance in developing and preparing department budget. Prepares manual, develops procedures, prepares budget amendment materials and monitors expenditures.
2. Maintains various databases specific to program area. Enters and updates information, runs queries, compiles data and generates reports as necessary.
3. Performs research and provides technical assistance in a variety of areas under supervision. Makes recommendations based on findings and prepares summary reports.
4. Analyzes monthly financial and accounting reports and prepares analysis.
5. Monitors contract status. Maintains contract database and files, closes contracts as necessary and notifies appropriate personnel.

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6. Processes purchase orders, contract payments, accounts payable and receivable and department payroll.
7. Creates and maintains department electronic and physical files and records.
8. Prepares and maintains indirect cost allocation plan. Reviews basis for allocation and determines percentage allocation, treatment or type of cost.

Secondary Functions:

1. Performs other duties as assigned.

Job Specifications:

Bachelor's degree in the program area of specialty and one year of relevant experience; or any combination of experience and education which provides the applicant with the desired knowledge, skills, and ability required to perform the job.

Knowledge, Skills and Abilities:

1. Knowledge of software and business applications used in department
2. Ability to organize and conduct assigned projects
3. Ability to communicate effectively, both orally and in writing
4. Ability to work independently and as part of a team
5. Ability to perform analysis and make recommendations

Working Conditions:

This position requires the ability to perform those activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Position may require frequent or continuous fingering, talking, reaching, repetitive motions of the hands/wrists, sitting, and good general hearing. May also require occasional standing, walking, handling, feeling and the ability to lift and/or carry up to 25 pounds.