

# METRO

## Classification Description

**Title:** Associate Management Analyst  
**Job Code:** 0334  
**Pay Range:** 16  
**FLSA Status:** Exempt - Administrative

**Bargaining Unit:** AFSCME 3580  
**Established:**  
**Revised:** 2007

### **Classification Summary:**

Perform a variety of mid-level professional technical and administrative duties, such as budgeting, personnel, contracts, accounting and purchasing.

### **Supervision Received:**

Supervision is received from a supervisor or manager.

### **Supervision Exercised:**

May provide lead direction and training to office staff and Assistant Management Analysts.

### **Distinguishing Features:**

The Associate Management Analyst classification is distinguished from the Assistant Management Analyst classification by the ability to perform more complex tasks independently and the ability to assist in policy formulation and evaluation.

### **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. Performs research in a variety of areas. Analyzes and compiles research data. Prepares reports and provides recommendations based upon study findings.
2. Reviews, interprets and monitors contracts, including grants. Maintains contract database and assists staff with applicable information as requested.
3. Develops and maintains various databases specific to program area or department. Enters and updates information, runs queries, analyzes and compiles data and generates summary reports as necessary. Makes recommendations on revised system requirements.
4. Assists in the development and preparation of department budget, including forecasts, trends and projections. May perform cost analysis on project work.

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5. Prepares materials for various committee reviews. Develops reports as necessary.
6. Administers and coordinates program area activities with other Metro departments.

#### **Secondary Functions:**

1. Performs other related duties as assigned.

#### **Job Specifications:**

Bachelor's degree in the program area of specialty and two years 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 contract administration policies and practices
2. Knowledge of the principles, policies and legislation applicable to program area
3. Knowledge of software and business applications used in department
4. Ability to organize and conduct research studies
5. Ability to communicate effectively, both orally and in writing
6. Ability to work independently and as part of a team
7. 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, sitting, handling, repetitive motions of the hands/wrists and good general hearing. May also require occasional standing, walking, reaching, and feeling, and the ability to lift and/or carry up to 25 pounds.