

**VILLAGE OF HOFFMAN ESTATES
JOB DESCRIPTION
MANAGEMENT ANALYST**

EFFECTIVE DATE: 01/01/2016

DEPARTMENT: Development Services	WORK LOCATION: Village Hall		FLSA STATUS: Exempt
CLASS CODE: 7410	RANGE: 16	PENSION: IMRF	UNION: NU
REPORTS TO: Assistant Village Manager –Development Services	LEVEL OF SUPERVISION RECEIVED: General Supervision		LICENSE/CERTIFICATES: Illinois Class D Driver's License

SUMMARY:

Performs a variety of routine and complex tasks related to the implementation of Development Services and Village goals, with an emphasis on qualitative and quantitative analysis, strategic planning, support of department operations, Community Development Block Grant (CDBG) administration, and other special projects. Evaluates, researches, organizes, coordinates, and implements activities, and provides technical and operational support for all Development Services Divisions. Works under the direct supervision of the Assistant Village Manager – Development Services with project-specific direction from the Economic Development, Planning, Code Enforcement, Transportation, and Engineering Division Directors.

Responds to and interacts with residents, employees, and/or others within and outside the organization in a courteous, professional, and effective manner. Attends public meetings as required as well as relevant professional development workshops and seminars.

JOB NO.	ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES	FREQUENCY
1.	Dedicates resources and manages long term and short term special projects as assigned by divisions within the Development Services Department. Performs research, compiles information, and prepares reports and summaries of various topics. Performs quantitative and qualitative analysis of a wide variety of projects such as fiscal impacts and financial projections.	Daily 40%
2.	Administers CDBG Program, including submitting all required HUD reports in accordance with HUD standards, budgeting and tracking expenditures, ensuring compliance with all CDBG rules and regulations, managing subrecipients and	Daily 30%

	contractors, complying with all notification and public input policies, and evaluating requests for funding, in addition to other tasks.	
3.	Prepares and updates Performance Measures, goals, summary narratives, monthly and annual reports, and other internal management documents for the Development Services Department on a weekly, quarterly, annual, or as-needed basis.	Weekly 20%
4.	Promotes communication and information sharing between Department Divisions. Prepares agenda, attends, and tracks department-wide action items for weekly Department staff meetings and serves as Department representative for various interdepartmental projects.	Daily 10%
5.	Assists in the preparation, coordination, review and presentation of the Department's annual operating and capital budgets. Also assists with Department highlights for Annual Report and State of the Village.	Monthly 10%
6.	Participates in updates to long-range strategic plans for various department functions. Assists in the creation of these plans and in tracking and ensuring progress towards the goals and objectives that are identified in these plans.	Weekly 10%
7.	Identifies, makes recommendations, and implements efficiency and/or effectiveness improvements to fill gaps in organizational capacity using best practices in local government management.	Weekly 10%
8.	Maintains various webpages for the Development Services Department and coordinates Department information shared by Village communication outlets such as the Hoffman Estates monthly newsletter and weekly e-blasts.	Monthly 10%
9.	Operates and properly maintains all tools and equipment needed to perform the essential job functions and responsibilities listed above while adhering to all safety rules and practices.	Daily
JOB NO.	OTHER RELATED DUTIES	
1.	Provides back up support for Department staff on various operational and administrative matters.	
2.	Attends public meetings, including Village Board and Standing Committee as necessary.	
3.	Performs various long range planning activities for Transportation, Planning, Economic Development and others.	
4.	Attends professional development workshops of APA, the Urban Planning Institute, ICSC, ILCMA, IAMMA, and/or ICMA to increase knowledge in planning, management, grants, economic development, transportation, and other matters.	
5.	Serves as a member of various external and internal groups and committees	
6.	Follows Village and department safety rules and practices.	
7.	Performs other duties, tasks, and responsibilities, as assigned.	

EDUCATION, EXPERIENCE AND COMPUTER SKILLS:

The designated education and experience levels best describe the minimum requirement needed to fulfill the essential job functions. However, any combination of equivalent education or experience may be considered.

Education Level (Select one - required)

- High school education with vocational training
- High school diploma or general education degree (GED)
- Two or more years of college coursework in related field
- Associate's degree (A.A.) from two-year college or technical school
- Bachelor's degree (B.A.) from four-year college or university
- Master's degree (M.A.)
- Doctoral degree (Ph.D)

Degree or coursework should be in...

Master's degree (or completion of Master's degree within 6 mo. of hire) in one of the following: Public Policy, Public Administration, or related field

Experience Level

- No prior experience to three years related experience -
- Two years to five years related experience preferred (internship exp. will be considered)
- Four years or more related experience
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Additional Experience (Select as appropriate)

- Experience in supervisory capacity...
- Experience in management capacity...
- Must meet the requirements as set by the Fire & Police Commission

Computer Skills (Select as appropriate)

- Entry and processing of data
- Word Processing data
- Spreadsheet software
- Database software (*ability to learn*)

Web and website editing applications, Adobe Acrobat, Federal Integrated Disbursement and Information System (IDIS), ArcGIS, Photoshop a plus

- Specialized applications:

COMMUNICATION SKILLS:

English Language/Communication Skills (Select one)

- Basic skills Ability to read, comprehend, listen to and follow basic verbal or written instructions and provide appropriate feedback. Ability to read, comprehend and/or create routine correspondence and memos using proper spelling, grammar, punctuation and sentence structure. Ability to effectively convey information one-on-one or to small groups of employees or customers.
- Intermediate skills Ability to read, comprehend, listen to and follow complex verbal or written instructions from multiple sources. Ability to provide appropriate feedback by asking probing questions and/or suggesting alternative approaches. Ability to read, comprehend, create and explain to others complex correspondence, reports and/or manuals. Ability to convey procedures and policies one-on-one or in groups to employees or customers.
- Advanced skills Ability to read or interpret all types of documents including safety rules and regulations, and procedure manuals. Ability to create and edit reports and correspondence from varied source material using appropriate style and format. Clearly convey instructions to employees or team. Ability to speak clearly and effectively before groups of customers answering questions appropriately.
- Business skills Ability to read, research, and analyze general business periodicals, professional journals, technical reports, finance documents or government laws and regulations. Ability to write reports, business correspondence, manuals and draft policies and procedures. Ability to effectively make presentations and respond to questions from groups of managers, customers, citizens, or other agencies.
- Specialized skills Ability to read, analyze and interpret professional, scientific, or technical manuals, procedures, plans, schematics, maps, blueprints, licenses, and/or legal documents. Ability to respond to inquiries from managers, customers, business community or regulatory agencies. Ability to draft responses to complex or technical issues and/or effectively present technical concepts or information to managers, customers, or other agencies in concise understandable terms.

Foreign Language Skills (Complete if applicable)

- Fluency in foreign language skills is:
- A Plus Ability to speak and/or read, write and comprehend.
 - Preferred
 - Required

Required Language:

REQUIRED COMPETENCIES:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The competencies listed below are representative of the knowledge, skills, and/or abilities required for successful job performance.

- Intermediate computer and software skills, including online Federal database programs related to grant reporting and website content management systems
- Ability to communicate clearly and effectively verbally and in writing (letters, memoranda, reports, emails, proposals, grant applications)
- Ability to learn and adapt to new computer programs and systems
- Prioritize, organize, document, plan and schedule work effectively and efficiently
- Coordinate information from multiple sources for purpose of informal and formal presentation
- Manage and oversee all levels of staff on a project-specific basis, as appropriate
- Work under deadlines and/or with frequent interruptions
- Quickly and efficiently switch between different tasks
- Respond to and interact with customers in a courteous, prompt and professional manner
- Read and interpret procedures, codes and ordinances
- Problem solving skills to gather relevant information to solve vaguely defined practical problems
- Work independently and ensure adherence to deadlines effectively
- Work effectively in a team environment

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 with or without reasonable accommodations.

(mark all 17 activities)

----- Amount of Time -----

<u>Physical Activity</u>	None	Less than 1/3	1/3 to 2/3	More than 2/3
Stands	_____	<u> X </u>	_____	_____
Walks	_____	<u> X </u>	_____	_____
Sits	_____	_____	_____	<u> X </u>
Uses fingers in a repetitive motion	_____	_____	_____	<u> X </u>
Uses hands to grasp, finger, handle, or feel	_____	_____	<u> X </u>	_____
Reaches with hands and arms above shoulder	_____	<u> X </u>	_____	_____
Climbs or balances	<u> X </u>	_____	_____	_____
Twists or turns	_____	<u> X </u>	_____	_____
Stoops, kneels, crouches, bends, or crawls	<u> X </u>	_____	_____	_____
Pulls, pushes, or carries	_____	<u> X </u>	_____	_____
Talks or hears	_____	_____	_____	<u> X </u>
Tastes or smells	<u> X </u>	<u> X </u>	_____	_____
Operates a motor vehicle or heavy equipment	_____	<u> X </u>	_____	_____
Lifts or move 0 to 10 pounds (sedentary)	_____	<u> X </u>	_____	_____
Lifts or move 10 to 20 pounds (light)	_____	<u> X </u>	_____	_____
Lifts or move 20 to 50 pounds (moderate)	<u> X </u>	_____	_____	_____
Lifts or move 50 to 100 pounds (heavy)	<u> X </u>	_____	_____	_____

VISION DEMANDS:

The vision demands described here, including the ability to adjust focus, close vision, sharpness of vision, depth perception, peripheral vision, distance vision, and hand-eye coordination are representative of those that must be met by an employee to successfully operate the tools and equipment needed to perform the essential functions of this job.

Other Vision Demands (select if applicable)

- Absence of color blindness
- Corrected vision of...
- Uncorrected vision of...

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with or without reasonable accommodations.

(mark all 15 conditions)

----- Amount of Time -----

Environmental Conditions

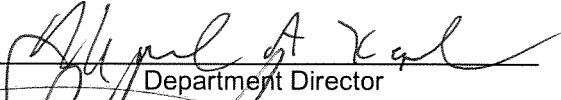
None Less than 1/3 1/3 to 2/3 More than 2/3

Customary indoor conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Customary outdoor weather conditions including extreme cold, extreme heat, and wet or humid conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-weather conditions: extreme cold, extreme heat, and wet or humid conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works near moving mechanical parts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works in high precarious places, underground, or confined spaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flying debris or airborne particles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire, smoke, fumes, gases, or noxious odors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals, aerosols, liquids, solvents or oils	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of electrical shock	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works with explosives or risk of radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme illumination	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Low noise level (Normal voice tones)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Moderate noise level (Raised voice levels)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
High noise level (Shouting/ear protection may be needed)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The information listed above reflects minimum standards and illustrations of the various types of work that may be performed. The omission of specific job functions, requirements or tasks does not exclude them from the job if the work is similar, related or a logical extension of the work assigned.

This job description does not constitute an employment agreement between the employer and employee.

Recommended Approval:



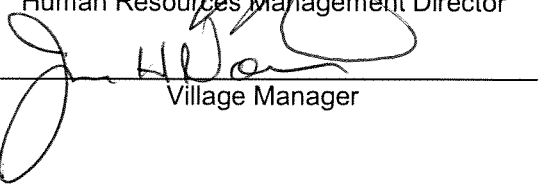
Department Director

Reviewed Approval:



Human Resources Management Director

Approved:



Village Manager

Effective Date: _____

Revision Date: _____