

**Town of Sudbury
Management Analyst
Town Manager's Office
Full-time: 40 Hours/Week**

The Town of Sudbury is seeking a full-time Management Analyst to fill a newly created position reporting directly to the Town Manager, to perform complex administrative and technical work in support of critical operations within the Town Manager's operations including coordination of the Annual Town Meeting Warrant, Procurement, Risk Management, Licensing, Grant Support and special projects.

Researches grant opportunities and collaborates with appropriate personnel to make application, track and report on receipt and use of funds. Reviews and may draft Requests for Quotations, Requests for Proposals, Invitation for Bids (under M.G.L. c.30B, c.149, c.30 s.39M, c.7C s.44-58) and all documents in connection including appropriate and timely notice publication.

Participates in Committees as assigned, serving as a professional-level resource to the Town Manager and staff as well as Committee leadership; provides research, gathers data and information and makes presentations to appropriate leadership regarding findings.

Minimum Qualifications: Bachelor's Degree in Public Administration, Business Administration, or related field; three to five years of experience in government, procurement or municipal management; or any equivalent combination of education and experience.
MCPPO Certification preferred.

Candidates must meet minimum requirements contained in job description posted at <http://sudbury.ma.us/departments/HR> .

Starting Salary range is \$94,085 to \$101,602 (DOQ) plus excellent benefits. (Full range to \$123,755).
Email letter of interest and resume to TownManager@sudbury.ma.us. Resumes accepted *until Wednesday, April 16th at noon*. Position open until filled.
AA/EOE

See complete job description below:

Management Analyst

Position Purpose:

Under the general supervision of the Town Manager this position is to perform complex administrative and technical work in support of critical operations within the Town Manager's operations including coordination of the Annual Town Meeting Warrant, Procurement, Risk Management, Licensing, Grant Support and special projects. Performs varied and responsible duties requiring a thorough knowledge of operations and the exercise of judgment and initiative in completing tasks, particularly in situations not clearly defined by precedent or established procedures. Incumbent is called upon to handle a significant amount of details, each varying from the other in substance and content, requiring incumbent to approach workload with flexibility.

Supervision:

Supervision Scope: Performs highly responsible work of a complex nature, requiring the exercise of independent judgment in implementation and administration of the functions of this position.

Supervision Received: Works under the general direction of the Town Manager, following municipal rules, regulations and policies, requiring the ability to plan and perform operations, and to independently complete assigned tasks according to prescribed time schedules.

Supervision Given: May supervise other employees, assigning tasks and providing instructions. Reviews work for accuracy and completion.

Job Environment:

Work is performed under typical office conditions; the noise level is moderate most of the time. Attends all Town Meetings; attends other evening meetings as required.

Operates computer, calculator, telephone, copier, facsimile machine, and other standard office equipment.

Makes frequent contact with all town departments/committees/boards, local and state government officials and agencies, insurance carriers, and consultants. Contacts are in person, virtually, in writing, and by telephone, and require a high level of courtesy, patience, and the ability to influence the behavior of others.

Has access to a wide variety of town-wide confidential information including bid proposals, personnel records, litigation, negotiating positions, as well as personal information about citizens.

Errors in judgment could have continuing adverse effect on the town's ability to deliver services, have legal ramifications, and cause significant adverse public relations.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Assists the Town Manager's Office with Town Meeting and the compilation/preparation of Warrants.

Reviews and may draft Requests for Quotations, Requests for Proposals, Invitation for Bids, and all documents in connection therewith including appropriate and timely notice publication. All work to be in accordance with determination of the appropriate procurement process and requirements thereunder (M.G.L. c.30B, c.149, c.30 s.39M, c.7C s.44-58).

Researches grant opportunities and collaborates with appropriate personnel to make application, track and report on receipt and use of funds.

Reviews grants and contracts and other documents for approval for execution by appropriate party (Town Manager); determines procurement and approval process as necessary.

Participates in Committees as assigned, serving as a professional-level resource to the Town Manager and staff as well as Committee leadership; provides research, gathers data and information and makes presentations to appropriate leadership regarding findings.

Compiles and analyzes data using a variety of statistical and analytical techniques; evaluates issues, identifies trends and makes operational and policy recommendations.

Develops and recommends continuous improvement strategies for enhancing services and increasing program effectiveness; recommends and participates in the implementation of goals and objectives for assigned programs and projects.

May respond to general inquiries regarding Committee business and works through appropriate committee/staff leadership to resolve complaints.

Serves as licensing clerk for the Select Board, preparing license and permit application data as assigned. Responds to information requests from agencies, outside organizations and citizens relating to alcohol, common victuallar, inn holder, taxi and other annual and temporary licenses and permits. Collects, records, deposits and refunds fees for permits, licenses and other functions and services.

Compiles and analyzes data using a variety of statistical and analytical techniques; evaluates issues, identifies trends and makes operational and policy recommendations.

Develops and recommends continuous improvement strategies for enhancing services and increasing program effectiveness; recommends and participates in the implementation of goals and objectives for assigned programs and projects.

Performs special projects, research, administrative support, and related responsibilities as initiated and requested.

Performs other related duties as required, directed or as the situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

Bachelor's Degree in Public Administration, Business Administration, or related field; three to five years of experience in government, procurement or municipal management; or any equivalent combination of education and experience.

MCPPO Certification preferred.

Knowledge, Ability and Skill:

Knowledge: Comprehensive knowledge of the functions of municipal government and/or Public Procurement. Working knowledge of business administration, practices, general office procedures, and applicable local, state, and federal laws.

Ability/Skill: Ability to plan, organize and direct the preparation of reports, analyze problems, and formulate recommendations. Ability to establish and maintain effective working relationships with all town employees, board/committee members, officials and the general public. Ability to recognize town-wide priorities and work cooperatively to support their accomplishment as part of the Town Manager's administrative/management team. Ability to perform highly responsible duties of a complex and technical nature requiring considerable exercise of judgment and initiative. Ensure that all municipal transactions conform to professional standards and all applicable federal, state and local laws, bylaws and regulations. Ability to analyze complex issues and to develop relevant and realistic plans, programs and recommendations. Ability to market programs and ideas; to communicate effectively both verbally and in writing; to establish positive public relations for the Town, department and/or division; and to interact effectively with a wide variety of people.

Excellent interpersonal skills; ability to effectively and persuasively communicate both verbally and in writing to diverse audiences.

Physical Requirements:

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.

Regularly required to walk, stand, sit, talk, and hear; uses hands to finger, handle, feel or operate objects, fine tools, or controls, and reach with hands and arms as in picking up paper, files, and other common office objects. Must be able to access all municipal buildings and office space. Operates a keyboard at an efficient speed. May lift and/or move objects weighing up to 10 pounds such as equipment, books, and supplies. Vision and hearing at or correctable to normal ranges. Communicates verbally and in writing.

(This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.)