



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 308.4

Job Title: **MANAGEMENT ANALYST III**

Pay Grade: 21

GENERAL SUMMARY:

Develops, organizes, implements, monitors and controls specific operating and financial activities. Serves as the primary liaison to assigned departments, agencies and organizations to effectively coordinate financial operating and management policies, procedures and systems.

RESPONSIBILITIES:

- Acts as liaison to assigned departments, areas or agencies in handling financial activities, such as annual operating and capital budgets.
- Maintains, monitors and prepares monthly projections and analyzes daily budget activity and department objectives to prevent potential problems while conforming to administrative goals.
- Assists in resolving expenditure and revenue concerns by implementing alternative solutions.
- Compiles and interprets statistical and graphical data related to departmental operations and performance.
- Reviews and/or approves specific transfers, financial statements and departments'/agencies' requests and actions.
- Assists with implementation of revised management and financial operating procedures and systems.
- Conducts surveys and research related to various management and financial policies and procedures.
- Performs other duties and special projects as requested.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Public Administration, Business Administration, Finance or a field directly related to the job.

EXPERIENCE:

Four years of professional experience in accounting, budget analysis, finance, public administration or a field directly related to the job are required.

Substitutions: Experience **cannot** be substituted for the Bachelor's degree requirement. A Master's degree in a field directly related to the job may substitute for two years of the above experience requirement.

SPECIFICATIONS: (continued)

COMPLEXITY:

Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and precedents, and in adapting standard methods to fit facts and conditions.

IMPACT OF ACTIONS:

Errors in work cause some expense and inconvenience. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

External Contacts:

Level of external contact is primarily with lower-level service representatives and vendors. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

PHYSICAL EFFORT:

The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Management Analyst I
Management Analyst II
Management Analyst III
Management Analyst IV