

## **CLASS TITLE: MANAGEMENT INTERN/ANALYST**

**PURPOSE OF THE CLASSIFICATION:** Under general direction is responsible for performing administrative professional work coordinating projects and activities between various divisions, departments, public agencies, and private sector representatives and exercises supervision over assigned projects and activities as a City of Tulsa International City/County Management Association (ICMA) Intern; and performs other related assigned duties.

### **ESSENTIAL TASKS:**

- Participates in, monitors and evaluates assigned programs and projects, sets deadlines, analyzes and provides recommended solutions for various problems
- Implements, monitors and evaluates new programs
- May assist in the preparation and monitoring of the annual budget
- Evaluates and designs related workflow, processes, and operation systems to ensure coordination between divisions within the department
- Evaluates statistical data and analyzes trends to ensure data quality and validity of system information and applicability to meeting established goals and plans for the City
- Organizes, prepares, and presents written summaries of project reports, action plans, and analytical information to department heads and makes presentations to the Senior Management team and employees
- Designs, prepares, analyzes and distributes data and statistical reports concerning trends and solutions to work related problems to all City departments and executive management
- Develops training, provides support and other documentation for change management and new policies/programs
- Assists with the City's long range goals for improving the overall culture of the City
- Must report to work on a regular and timely basis.

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### **QUALIFICATIONS:**

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in management, computer science, business/public administration, statistics, industrial science, or other related fields; with experience in public administration, finance, business systems analysis, project management, or a closely related field preferred. Successful candidates must also apply through the ICMA fellowship program as applicable; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of management study principles; considerable knowledge of statistics, quantitative methods, data analysis and design; knowledge of data entry, trending, and report generation; knowledge of budget and accounting principles; knowledge of project management methods; knowledge of training techniques; knowledge of and technical expertise in analyzing numerical data and industry performance measures and industry "best practices". Ability to analyze complex issues and formulate sound concepts; ability to work independently and to recognize, analyze and solve complex problems; ability to assist in the preparation of budgets and accounting systems; ability to analyze and recommend solutions to management regarding organizational problems; ability to develop and implement innovations towards improving the department's operations and delivery services; ability to effectively communicate both verbally and in writing with all levels of management/employees; ability to develop, implement and evaluate new programs; and the ability to meet deadlines, multi-task, and work under competing priorities.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; frequent lifting up to 60 pounds; occasional carrying up to 20 pounds; may be subject to walking or sitting for extended periods of time, reaching and bending; and vision, speech and hearing sufficient to perform the essential tasks.

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Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operators License.

**WORKING ENVIRONMENT:** Working environment is primarily in an office setting; requires the use of a telephone and other office equipment; and requires some travel to various locations to provide technical support and training or coordinate projects.

**Class Code: 2003**

**EEO Code: E-02**

**Pay Code EX-36**

**Group: Clerical and Administrative**

**Series: Data Processing and Information Services**

**Effective date: January 8, 2015**