
TITLE:	Management Analyst	FLSA:	Exempt
DEPARTMENT:	Finance	REPORTS TO:	Finance Director
PREPARED:		UPDATED:	April 2024

Position Summary

The Management Analyst will be exposed to all facets of the Finance department and work closely with all City departments on their purchases, grants management and finance related functions. Reporting to the Finance Director this position is responsible for administering the City’s procurement and grant policies in accordance with applicable statutes, ordinances, and policies. Responsibilities will include managing all aspects of the procurement process, maximizing the City’s allocation of external grant funding, and ensuring regulatory compliance through innovative processes and internal coordination. While focused on procurement and grants administration, this position will assist with the audit, budget, process improvement, and other finance department functions.

Essential Functions

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may be required and assigned.

- Manages the overall purchasing functions of the City while ensuring adherence to all applicable statutes, ordinances and policies applicable to the City’s procurement process.
- Assists with Finance Department processes including audit, budget, process improvement, and other finance department functions.
- Manages the workflows of the procurement process from department inquiry to final contract execution and management.
- Implements and maintains ongoing process and policy improvements based on recognized best practices.
- Provides procurement guidance and strategies to departments, the Finance Director, City Manager and elected officials.
- Issues complex solicitations including quotes, bids, requests for proposals, addendums, meeting notes; conducts public bid openings; analyzes and facilitates evaluations of responses and awards; and coordinates multi-departmental procurements.
- Broadens the pool of City vendors through research, outreach and relationships with other procurement professionals.
- Prepares and reviews contract documents for signature by all parties upon awarding of bid; receives and approves all documentation.
- Maintains informal price quotations for purchases of less than amounts required for formal purchasing process.
- Prepares purchase recommendations for City Council award authorization.

- Coordinates annual training for departments to maximize adherence to City procurement policies and industry best practices.
- Works within the City's enterprise resource planning (ERP) system to manage contracts, vendors, purchase order workflows, and other necessary functions.
- Conducts and coordinates team meetings and facilitates pre-bid and pre-proposal meetings, bid openings, and evaluation committee meetings with departments.
- Develops, maintains, and innovates citywide grant processes.
- Works with departments to seek out new grant opportunities in line with the City's strategic plan and department goals.
- Assists departments in drafting proposals, grant narratives and budgets for grant applications.
- Maintains financial and performance metrics related to grant requirements and outcomes.
- Assists departments with grant reporting requirements and grant close-out procedures.
- All other duties as assigned.

Required Education, Experience, Licensing, and Certifications

- Bachelor's degree in public administration, supply chain management, business administration, accounting, finance, or related field.
- A master's degree in a related field is preferred.
- Prior municipal or professional related experience is required.
- Prior knowledge of Illinois municipal procurement practices is preferred.
- Certification as a CPPB or CPPO through The Universal Public Procurement Certification Council; or related certification preferred.

Physical and Work Environment

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This is considered a light duty, office position.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above 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. The 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.