

Position Title: Management Analyst
Department: County Administration
Reports To: County Administrator
FLSA Status: [To Be Determined]

General Summary

The Management Analyst serves as a strategic partner to the County Administrator and department leaders, driving data-informed decision-making across county operations. This role is critical in setting and aligning organizational goals, tracking performance, streamlining processes, and reviewing policies to ensure Arlandria County delivers responsive, effective, and transparent services. By developing systems for continuous improvement and providing analytical insights, the Analyst ensures accountability and supports evidence-based planning and resource allocation.

Duties and Responsibilities

- **Strategic Goal Alignment**
 - Facilitate planning sessions with department heads to define and align strategic goals and success metrics.
 - Ensure interdepartmental coordination and consistency in the development and implementation of objectives.
- **Performance Management**
 - Design or implement a countywide performance measurement system (e.g., dashboards, reports).
 - Monitor and report on program effectiveness and progress toward goals.
 - Present findings and recommendations to the County Administrator and, when appropriate, the County Board.
- **Proposal and Grant Support**
 - Assist departments in developing new project proposals, including grant applications.
 - Standardize proposal submissions by creating templates and guidance for consistency and quality.
 - Support departments with data gathering and analysis for proposal justification.
- **Policy Review and Improvement**
 - Review and evaluate existing county policies for relevance, effectiveness, and alignment with best practices.

- Research peer jurisdictions to recommend updates or innovations.
 - Advise the County Administrator on policy reform opportunities.
 - **Process Optimization**
 - Identify operational bottlenecks and inefficiencies across departments.
 - Propose and facilitate implementation of streamlined workflows and improved procedures.
 - **Data Analysis and Reporting**
 - Analyze performance data and trends to identify areas for improvement or concern.
 - Create clear, actionable reports that communicate insights to leadership and stakeholders.
 - Ensure accuracy, transparency, and timeliness of all analytic outputs.
 - **Stakeholder Engagement**
 - Convene regular check-ins and collaborative meetings across departments.
 - Foster a culture of accountability and continuous improvement.
 - Communicate complex data and trends in a manner accessible to diverse audiences.
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Essential Job Functions

- Conduct data analysis using spreadsheets and/or analytical tools.
 - Prepare reports and visualizations to track performance metrics.
 - Lead planning sessions and facilitate goal-setting processes.
 - Draft written communications, proposals, and policy recommendations.
 - Present findings to the County Administrator and County Board.
 - Collaborate with multiple departments to ensure cross-functional alignment.
 - Identify, propose, and support implementation of process improvements.
 - Research and review public-sector policy trends and innovations.
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Required Training and Experience

- Bachelor's degree in Public Administration, Political Science, Data Analytics, Business, or related field.
- Minimum of 3 years of relevant experience in performance management, policy analysis, project management, or government operations.

- Experience with data interpretation, reporting, and process improvement.
 - Experience in or exposure to local government operations is preferred.
 - Grant writing experience is desirable but not required.
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Knowledge, Skills, and Competencies

Technical Knowledge and Skills

- Proficiency with data analysis tools (e.g., Microsoft Excel, Google Sheets; experience with visualization software a plus).
- Understanding of performance measurement systems and policy evaluation frameworks.
- Ability to develop written reports, proposals, and presentations tailored to diverse audiences.
- Familiarity with public-sector budgeting, grant funding, and administrative processes.

Core Competencies

- **Analytical Thinking:** Able to assess complex data sets, identify patterns, and draw logical conclusions.
- **Strategic Planning:** Skilled at defining goals, setting priorities, and creating actionable plans aligned with organizational objectives.
- **Communication:** Exceptional written and verbal communication skills; able to convey complex information clearly and persuasively.
- **Collaboration:** Proven ability to build trust and work effectively with multiple departments and stakeholders.
- **Initiative and Adaptability:** Takes ownership of tasks, proposes innovative solutions, and adapts to evolving priorities.
- **Project Management:** Organized and detail-oriented; able to manage multiple projects and deadlines simultaneously.
- **Problem Solving:** Identifies root causes and develops pragmatic, sustainable solutions.