



City of Hudson Oaks

Employment Opportunity

Management Analyst

Application Deadline: Open Until Filled

Progressive, growing, professional City seeks inspired, enthusiastic employees. Hudson Oaks is a small, close-knit community of highly involved citizens who have high expectations of and for the city and its municipal government. The City values integrity, customer service, professionalism, and accountability.

Brief position description: The primary duty of this position is as Management Analyst. This position is under the direction of the Director of Operations. (A complete job description is available for review on the City's website at www.hudsonoaks.com.)

Minimum Qualifications: A Bachelor's degree with major coursework in public administration, business administration or related field or equivalence and two (2) years of increasingly responsible administrative and analytical experience within a local government environment.

Disqualifiers – Drug Use: Engaged in the use of marijuana in the past 24 months. Engaged in the use of any other illegal drug within the past five (5) years. Engaged in the use of any drug that was prescribed for another - Disqualification will depend on the narcotic used and circumstances of use.

Salary & Benefits: Full-time range for this position is \$55,000 to \$65,000 annual salary, depending upon prior related experience.

Testing & Examinations: All applicants will participate in a thorough background investigation, drug screen and other testing as deemed necessary.

To Apply: Complete an application for employment, which is available on the City of Hudson Oaks website at www.hudsonoaks.com. Send application and resume to the City of Hudson Oaks, attn: City Secretary Shelley Scazero TRMC, 210 Hudson Oaks Drive, Hudson Oaks, Texas 76087. Applications may also be submitted by email to Shelley.Major@hudsonoaks.com

City of Hudson Oaks

POSITION DESCRIPTION

Job Title: Management Analyst
Reports to: Director of Operations
FLSA Category: Exempt
Schedule: 40 hrs/wk; Primarily during normal business hours
Pay Range: \$55,000 to \$65,000
Date Revised: October 25, 2022

BRIEF DESCRIPTION OF THE POSITION:

Under direction of the Director of Operations, is responsible for providing professional analysis and management support for city services including, but not limited to, planning and community development, purchasing, and administrative services. Assists with the preparation of the City’s Annual Program of Services (budget), as well as other city services including municipal court, community events and human resources. Performs other duties as assigned by the city administrator.

ESSENTIAL DUTIES:

Description of job duties
Assists with the procurement process for all city departments;
Ensures compliance with applicable state and federal procurement law;
Provides professional analysis of contracts for opportunities for cost-savings and efficiencies;
Provides administrative assistance with planning and community development and outreach;
Presents development applications to Planning and Zoning Commission and City Council;
Performs other duties as assigned.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Federal, state and local policies, procedures, laws and regulations.
- Principles and practices of public organizations and finance in a municipal government environment.
- Principles and practices of municipal budget preparation and budget ethics.
- Principles and practices of procurement and contract supervision.

Skills/Ability to:

- Utilize higher level thinking skills, constantly evaluating and looking for ways to improve operations and service.
- Maintain professionalism; approaching others with tact, reacting well under pressure, treating others with respect, accepting responsibility for own actions, and following through on commitments.
- Identify and respond to City Council issues and concerns, in conjunction with city administration and director of operations.
- Manage change effectively; develop workable implementation plans; communicate changes; overcome resistance; support those affected by change; monitor transitions and evaluate results.
- Analyze data, draw conclusions, and propose responsive actions.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of City and department goals.
- Prepare clear and concise administrative, statistical, and financial reports.
- Calculate figures and amounts; apply concepts such as fractions, ratios, percentages, and proportions to practical situations.
- Prepare and assist with the development and management of department budgets.

- Interpret and apply federal, state, and local laws, regulations, and ordinances.
- Read at a college level, so as to comprehend laws, ordinances, and regulations.
- Write at a college level, so as to write technical operating procedures, grant applications, interagency agreements, and comprehensive reports using correct grammar.
- Effectively communicate in both written and oral form; make written and oral presentations.
- Maintain confidentiality of information as required and appropriate.
- Act quickly and calmly in emergencies.
- Keep the director of operations informed of significant departmental issues and media contacts in a timely manner.
- Perform other administrative duties as assigned

EDUCATION AND EXPERIENCE:

- Bachelor’s degree in public administration, business administration, finance, political science, or other related field is required. Master’s degree in finance, public finance, public administration or other related field (or active pursuit of a similar degree) is preferred.
- Must have at least two years of progressively responsible administrative and finance experience. A master’s degree in finance, public finance, or public administration (or active pursuit of a similar degree) may be used as equivalent job experience.

REQUIRED CERTIFICATES AND LICENSES:

- Texas Class C driver license

TOOLS AND EQUIPMENT USED:

Computer, telephone, copier, fax machine, 10-key, calculator, shredder, postage meter, and other typical office equipment.

DESCRIPTION OF PHYSICAL DEMANDS:

[Frequency: C = Constantly (2/3 or more of the time); F = Frequently (1/3 to 2/3 of the time); O = Occasionally (up to 1/3 of the time);

R = Rarely (less than 1 hour per week)].

Physical Demand	Frequency	Description of demand
Standing/Walking	O	As may be necessary to assist customers, retrieve records, make copies, file documents, etc.
Sitting	C	Sitting to work at computer or desk for data entry and answering phones; sitting to drive.
Lifting/Carrying	O	Carrying plans, files, file boxes, and office supplies.
Pushing/Pulling	F	To open and close doors on buildings and access file drawers or storage cabinets.
Reaching	O	Into storage cabinets or file drawers.
Fine Dexterity/Handling	C	For keyboarding and 10-key use.
Crouching/Crawling	O	To access file drawers or storage units/cabinets.
Climbing/Balancing	R	In use of a step stool, if needed to access file drawers or storage cabinets.
Twisting	R	To access file drawers or storage units/cabinets.
Kneeling	O	To access file drawers or storage units/cabinets.
Vision	C	To use the computer or to review permit applications.
Hearing/Talking	C	Ability to hear and respond to customers in person and over the phone. Ability to hear and respond to phone and other office equipment.
Foot Controls	O	To operate a vehicle.

DESCRIPTION OF NON-PHYSICAL DEMANDS:

[Frequency: C = Constantly (2/3 or more of the time); F = Frequently (1/3 to 2/3 of the time); O = Occasionally (up to 1/3 of the time); R = Rarely (less than 1 hour per week)].

F time pressures

R emergency situations

O irregular schedule

R danger/physical abuse

F frequent change of task

O noisy/distracting environment

C working closely with others as part of a team

F performing multiple tasks simultaneously

THE CITY OF HUDSON OAKS IS AN AT-WILL EMPLOYER

This position description is not an employment agreement or contract. Management has the exclusive right to alter this position description at any time without notice.