GRADUATE MANAGEMENT ANYALST

(Temporary Part-time)

SUMMARY

**The City of Novi** seeks an individual who will assist in all areas of municipal government to provide top quality management practices and objectives in a citizen-oriented, employee-supportive, high performance culture that emphasizes empowerment, quality, productivity, high standards, and goal attainment. Will provide assistance and follow-up on high level work assignments and complex projects with independent discretion.

# SUPERVISION RECEIVED

Reports directly to the Assistant City Manager.

# RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

* Special projects, research, program analysis, data collection and project management. Projects likely include work with multi-year budget, benefit/cost analysis, and legislative issues.
* Perform in an intern capacity learning city management functions and responsibilities of senior management while contributing original background briefings and analysis.
* Participate in internal/external meetings.
* Assist in identifying solution to division, department and organization wide issues.
* Assist in preparation of presentations executed by City Management Team.
* Maintain appropriate records and files.
* Interact with the public, City staff and elected Officials in person, digitally and/or via telephone
* Perform specific research/investigation into operational issues, as requested. Interacts with City staff at all levels and represents the City Manager’s Office as support to the Manager’s Office and the operating departments.
* Generate correspondence and reports as requested utilizing knowledge of Microsoft Word and Excel.
* Perform other related work as assigned.
* Represent the City of Novi City Manager’s Office at public events.
* Assist in the implementation and management of data collection for ICMA Insights and Michigan Local Government Benchmarking Consortium (MLGBC)

Essential functions, qualifications and knowledge skills and abilities for employment

All of the following functions, qualifications, knowledge, skills, abilities (KS’s) and duties are essential. A management analyst, upon appointment should have the equivalent of the following:

* Must have general knowledge of research methods and techniques.
* Ability to work effectively and communicate with people both orally and in writing.
* Have organizational skills.
* Follow directions and complete assignments in a timely and efficient manner.
* Ability to learn and use personal computer hardware and software.
* A strong desire to work in a public service oriented environment is beneficial.
* Proven ability to manage projects.
* Exhibit excellent communication skills (ability to communicate effectively by way of training manuals and other written materials, social media and presentation style.)
* Communicate the City’s vision and values through words and actions.
* Exhibits excellent interpersonal and human relationship skills through written, spoken and electric word.
* Exhibits a commitment to the organization’s established customer service.
* Exhibits emotional intelligence in day-to-day work, decision making, and problem solving.
* Must be, and remain current with T&D methods by way of professional organizations, journals, schooling, etc.
* Experience in a unionized employment environment
* High degree of proficiency with Microsoft Office applications.

EDUCATIONAL AND PRIOR EXPERIENCE REQUIREMENTS

Prior completion of undergraduate Bachelor required. Current graduate degree level student in good standing at an accredited college or university with major course work in public administration or a related field strongly desired. No specific public administration experience is required. Position is temporary, up to a 12-month assignment, working up to 30 hours per week. No fringe benefits are provided.

**PHYSICAL DEMANDS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to use his/her hands to handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to stand, walk, and sit. Specific vision abilities required by this job include close vision, color vision, distance vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described herein are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will routinely work in a normal office setting.