



## JOB DESCRIPTION

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**JOB TITLE: Management Analyst – Sheriff’s Administration**

**JOB CODE: 2730**

**DEPARTMENT: Sheriff**

**FLSA STATUS: Exempt**

**REPORTS TO: Captain**

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### **SUMMARY OF JOB PURPOSE**

Performs a variety of analytical financial and/or operating studies, surveys, and projects, in support of the improvement of management functions, practices and services.

### **ESSENTIAL FUNCTIONS**

1. Conducts analytical studies and surveys on organization, procedures, budgetary requirements, personnel management, and other related management functions; interviews and consults with departmental officials and employees, representatives from other organizations and groups, and the general public to give and/or secure necessary information.
2. Develops and analyzes quantitative data for management control and evaluation purposes; prepares and presents factual and statistical data and makes recommendations in written, graphic and verbal form; makes verbal presentations of study findings/recommendations to department, County management, and/or Board of County Commissioners, as the assignment requires.
3. Reviews, analyzes, and makes recommendations on existing or proposed policies, procedures, systems, personnel, and other management activities and advises management on impact or potential impact of proposed changes; prepares reports, memoranda, and correspondence pertaining to various departmental functions; presents research findings and recommendations to County departments, the Board of Commissioners, and the general public.
4. Acts as departmental resource on any questions in the area studied; may conduct or assist in conducting studies requiring inter-departmental coordination; participates on the negotiation team on behalf of the County with regards to the Douglas County Sheriff’s Protective Association contracts; acts as the Terminal Agency Coordinator for the agency, including the maintenance and tracking of the NCIC and State criminal information system.
5. Justifies, prepares, and presents a significant portion of the total operating and capital budget; tracks and monitors all fixed assets; reviews revenue/expenditure requests of department and makes recommendations based on program objectives and requirements; monitors budgets and expenditures, reviews and approves all payables, and issues purchase orders; makes periodic reports on revenues and expenditures; performs payroll activities such as maintaining records of time worked, overtime, leaves, and absences.
6. Researches and identifies grant and capital improvement program update opportunities that meet departmental needs; manages grant programs according to procedures; communicates and coordinates with Federal agencies in acquiring and properly applying for grants; prepares grant proposals and makes presentations for approval.

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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7. Performs a variety of other administrative duties, including administration of all liquor and gaming license billing and collection, and receipt and proper distribution of all state and federal seizures to this agency and its task forces.
8. Analyzes legislation and ballot initiatives for potential impact on County services and operations; coordinates County response to or implementation of legislation or ballot initiatives passed by voters.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION and/or EXPERIENCE**

A Bachelor's Degree in Public Administration, Business, Finance/Accounting, or other closely related field plus two years professional experience in fiscal, organizational, or operational analysis related to governmental agencies; or an equivalent combination of education, training and/or experience that could provide the required knowledge, skills, and abilities.

#### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents; respond to common inquiries or complaints from the public, regulatory agencies, or members of the business community; write speeches and articles for publication that conform to prescribed style and format; effectively present information to top management, public groups, and/or boards of commissioners.

#### **MATHEMATICAL SKILLS**

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations; apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

#### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables

#### **OTHER KNOWLEDGE, SKILLS, & ABILITIES**

Knowledge of principles, practices, and trends of public and business administration; administrative management functions such as budgeting, workload and staffing analysis, basic governmental functions and organization; application of statistical methods to management analysis; effective interviewing techniques at all organizational levels of the County or other public or private agencies.

Ability to use initiative and independent judgment within established procedural guidelines; gather, interpret, analyze, evaluate and present a variety of management analysis data; evaluate information and reach valid conclusions; prepare reports supporting recommendations; define problem areas; identify and evaluate concrete and abstract variables; persuade, justify, and project consequences of decisions and/or recommendations.

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Skills in planning, coordinating and initiating action necessary to implement recommendations; Interacting with personnel at all organizational levels and function in stressful and/or confrontation type situations; intermediate to advanced proficiency level utilizing Microsoft Office applications including Excel, Access, PowerPoint, Word, and Outlook, and the ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, etc. is required.

### PHYSICAL DEMANDS

The physical demands described here 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 the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### WORKING ENVIRONMENT

Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; may work under stress of deadlines.

**I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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