



CITY OF ALEXANDRIA
HUMAN RESOURCES DEPARTMENT
City Hall
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Management Analyst I

Office of Housing

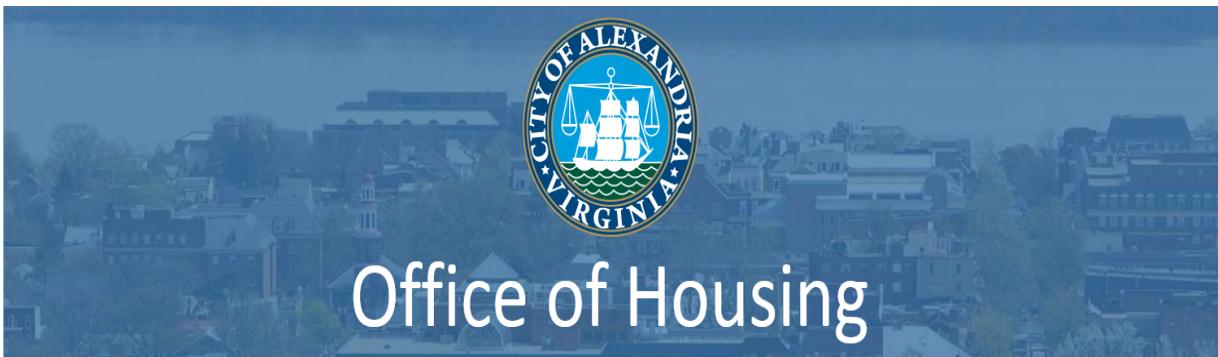
JOB NUMBER: 2023-00335

SALARY: \$52,080.08 - \$63,659.18 Annually

OPENING DATE: 03/16/23

CLOSING DATE: 04/05/23 11:59 PM

THE POSITION:



Management Analyst I

Overview

The Office of Housing is looking for a Management Analyst I who will perform a wide variety of fiscal analysis and will provide support to all programs and divisions of the Office of Housing. The work performed is fast-paced and often time-sensitive. Some specific items are the preparation of program reports and spreadsheets; the handling of office Human Resources matters; supporting the Administration/Finance Division Chief in all fiscal matters and supporting housing planning initiatives.

What You Should Bring

The ideal candidate will have strong analytical skills, possess outstanding multi-tasking abilities, and bring a variety of technology related talents (ERP experience, Excel, PowerPoint). Some previous work with budgeting and analysis is preferred. Good knowledge of municipal finance accounting systems, budget preparation, personnel management, and methods of report presentation; ability to write and edit various forms of informational materials; ability to analyze, interpret, and report research findings; ability to review administrative and program practices, recognize areas in need of improvement, and establish, coordinate, and implement changes which improve efficiency, effectiveness, and productivity; ability to perform the tasks of the position independently and to make decisions, especially in the absence of the supervisor; ability to establish and maintain effective working relationships with representatives of other City agencies, with the public, and with co-workers; and the ability to communicate clearly and effectively, both verbally and in writing.

The Opportunity

- Handles performance accounting, purchase requisitions, ordering supplies, payment vouchers, refunds, vendor contracts, travel vouchers, procurement p-card transaction management and encumbrances.
- Prepares monthly, quarterly, yearly financial statistical activities reports.
- Monitors performance budgeting.
- Prepares statistical budget activity reports.
- Prepares special reports and spreadsheets for all divisions.
- Attends all the meetings starting from budget preparations to budget presentation to City Council
- Serves as HR Liaison to City Human Resources Department.
- Handles all personnel matters relating to filling vacancies including preparing job announcements, placing advertisements, processing paperwork, and hiring processes, and maintaining office and personnel files.
- Processes time and attendance reports using Kronos, verifying accuracy of entries, and maintains telework records.
- Performs related work as required.

About the Department

The Office of Housing coordinates and administers City housing and housing-related programs and services and makes recommendations to the City Manager and City Council on housing policy and potential affordable housing investments. For a broader view of our City government click [here](#), or for a broader view of the City of Alexandria click [here](#).

MINIMUM & ADDITIONAL REQUIREMENTS:

Minimum: Four-Year College Degree; and one year of experience in management analysis, customer services resolving end-user problems, or a closely related field; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

PREFERRED QUALIFICATIONS:

Preferred: Experience in public administration, human resources, finance accounting, creating spreadsheets and budget preparation, vendor procurement methods, development and review of performance indicators, report presentation; ability to analyze, interpret and report research findings; ability to perform the tasks independently and to make decisions in the absence of the supervisor; ability to maintain effective working relationships; ability to communicate clearly and effectively, both verbally and in writing.

NOTES:

SG

An Equal Opportunity Employer

Management Analyst I Supplemental Questionnaire

- * 1. Have you successfully completed college-level courses in a relevant field/degree?
 Yes No

- * 2. Do you have a bachelor's degree and at least one (1) year of budget and management analysis experience?
 Yes No

- * 3. If you answered "no" to question 2, do you have the equivalent combination of education and experience necessary for the position? If you answered "yes", please answer yes.
 Yes No

- * 4. Please describe your budget and management analysis experience, including number of years, where and how you gained this experience. If none, please enter N/A.

- * 5. Which of the following best describes your skill level using MS Excel? a. None b. Basic (ex: saving, printing, copying, pasting, formatting, etc.) c. Intermediate (ex: financial formulas, vlookups, sort data, merge documents, etc.) d. Advanced (ex: logic formulas, conditional formatting, pivot tables, etc.)

- * 6. Do you have experience working with financial Enterprise Resource Planning (ERP) system (e.g., Tyler Munis)?
 Yes No

- * 7. If you answered yes to the above question, please describe your experience including the name of the system(s) you are familiar with. If you answered no, please enter N/A.

- * 8. Do you have financial and analytical skills, with training and/or experience in reviewing and preparing reports and spreadsheets?
 Yes No

* Required Question