

## Job Description

**Job Title:** Management Analyst (MM1-6)  
**Job ID:** 337266  
**Location:** ASD-Budget Management  
**Full/Part Time:** Full-Time  
**Regular/Temporary:** Regular

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### Acctg/Budget/Finance/Purchase

Brief Job Description (essential functions of the position):

Under administrative direction, consult with supervisors, administrators, management and operational personnel to collect, analyze and interpret performance data on city department programs and services in conformance with established evaluation criteria.

- Monitor program operations and the appropriation of department or agency funds to ensure that sufficient funds are available for program needs.
- Assist in the development of procedures and guidelines to promote economy.
- Prepares agency budget requests and financial reports.
- Performs related duties as required.

Minimum Entrance Qualifications:

- Three (3) years of professional experience in management, program or budget analysis or program administration or management.
- Knowledge of management principles and practices; methods and techniques of program evaluation; government fiscal management and budgeting.
- Ability to plan, coordinate, conduct, analyze and interpret statistical and research surveys.
  - prepare and analyze budgetary and financial matters;
  - analyze systems and procedures;
  - define or identify management programs and recommend solutions;
  - prepare clear and concise statistical and evaluation research reports;
- Intermediate level of understanding of Excel or equivalent required.
- Prior experience with Access or other database management systems preferred.

Substitution: Bachelor's Degree in Business Administration or a related field may be substituted for two (2) years of the required experience.

**BOSTON RESIDENCY REQUIRED.**

Terms:

Union/Salary Plan/Grade: SENA/MM1-6

Hours per week: 35

Please refer to the Salary Information section on the Boston Career Center site for more information on compensation. For each Salary Plan, salaries are listed by Grade and Step.

<http://www.cityofboston.gov/ohr/careercenter.asp>