

Kendall County Job Description

TITLE: Management Analyst
DEPARTMENT: Administrative Services
SUPERVISED BY: County Administrator
FULL TIME/PART TIME: Full Time
FLSA STATUS: Exempt
APPROVED: 1/21/2025

I. **Position Summary:**

Under the general supervision of the County Administrator, this position performs administrative and management work designed to supply professional support to the County Administrator and other members of Kendall County's leadership team. This position is responsible for performing a variety of complex tasks and special project assignments related to strategic management processes, budget, risk management and safety, human resources, and shared services initiatives. This position is also responsible for managing all external Kendall County communications and supporting internal communications, as needed.

II. **Essential Duties and Responsibilities:**

- A.** Customarily and regularly performs office or non-manual work directly related to the management or general business operations of Kendall County including duties such as the following:
1. Researches, analyzes, plans, and executes special projects and initiatives across all County departments, as assigned.
 2. Provides research, administrative, and management support to Kendall County's budget and capital improvements plan development and implementation.
 3. Provides research, administrative, and management support to Kendall County's human resources, risk management, and safety functions.
 4. Coordinates and provides administrative and management support for Kendall County's shared services initiatives.
 5. Chairs internal project committees as needed or assigned.
 6. Supports Kendall County's communications by performing duties including, but not limited to, preparation and management of external Kendall County communications (e.g., social media, website, media releases, etc.) and providing support for internal communications.
 7. Develops and oversees Kendall County Board packet development and execution.
 8. Professionally represents Kendall County to internal and external constituents.
 9. Assists with the development, implementation, and use of Kendall County's Munis ERP and Munis Human Capital Management platforms.

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10. Conducts long and short-range research studies to aid management decision-making.
 11. Responds to a variety of resident inquiries, complaints, and requests for services and promotes and maintains responsive community relations.
 12. Serves as staff liaison for special events, both for employees and the community, both during and outside of regular business hours.
 13. Assists Kendall County leadership team with the preparation and submittal of grant funding applications for various projects from federal, state, and local sources as needed. Prepares and coordinates grant program components, including applications, set-up, documentation, administration, reporting, and closure.
 14. Utilizes data analysis and administrative review to evaluate, compare, and refine programs, processes, and services.
 15. Creates graphs, charts, spreadsheets, and statistical information from raw databases (e.g., Munis ERP and Munis Human Capital Management).
- B.** Customarily and regularly exercises discretion and independent judgment with respect to matters of significance and makes recommendations regarding the same, which are given great weight by the final decision maker.
- C.** Attends meetings, conferences, workshops and training sessions as approved or assigned.
- D.** Attends Kendall County Board and Committee meetings as requested, both during and after business hours.
- E.** Handles confidential matters daily relating to assigned duties and maintains confidentiality of said information.
- F.** Complies with all applicable federal and state laws and regulations regarding or relating to assigned job duties including, but not limited to the Illinois Open Meetings Act, the Illinois Freedom of Information Act, and the Illinois Local Records Act.
- G.** Complies with all applicable policies and procedures regarding or relating to assigned job duties.
- H.** Maintains regular attendance and punctuality.
- I.** Performs other duties as assigned.

III. Supervisory Responsibilities.

This job has no supervisory responsibilities.

IV. Qualifications:

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position.

A. Language Skills:

1. Ability to research, read, and interpret documents and simple

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instructions.

2. Ability to prepare documents and correspondence.
3. Ability to prepare and present clear, concise administrative and financial reports.
4. Ability to speak effectively with the public, employees, outside entities, vendors, and the County's elected officials and department heads, in both one-on-one and group settings.
5. Requires proficient knowledge of the English language, spelling, and grammar.

B. Mathematical Skills:

1. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
2. Ability to interpret an extensive variety of technical instructions in mathematical or diagrammatic form and deal with several abstract and concrete variables.
3. Ability to exercise independent judgment in gathering and analyzing complex data utilizing statistical methods and a cost center analysis.
4. Ability to skillfully perform detailed statistical analysis of budget activities.
5. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
6. Ability to read and understand workplace data, such as forms, tables, graphs, schedules etc.

C. Reasoning Ability:

1. Basic understanding of, and ability to conduct cost-benefit analysis.
2. Ability to interpret financial data contained in reports and ledgers.
3. Ability to analyze situations to identify problems, identifying sources of obstacles, and evaluate possible solutions.
4. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
5. Ability to deal with problems involving several concrete variables in standardized situations.

D. Certificates, Licenses, and Registrations:

1. Any and all certificates and registrations as required for the specific duties performed.

E. Other Skills, Knowledge and Abilities:

1. Thorough understanding of budgeting principles.
2. Strong organization and multi-tasking skills.
3. Proficient in the use of social media.
4. Maintains strong communication skills and abilities.
5. Ability to carry out duties with minimal supervision.

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6. Ability to research materials and develop reports from information gathered.
7. Ability to maintain confidentiality.
8. Excellent prioritization skills and the ability to meet deadlines.
9. The ability to display a positive, cooperative, professional, and team-orientated attitude even in stressful situations.
10. The ability to develop professional and timely external and internal communications for Kendall County.
11. The ability to listen, understand information and ideas, and work effectively with county personnel, department heads, and elected officials.
12. Proficient knowledge of MS Word, Excel, Outlook, PowerPoint.
13. Knowledge of office practices, principles of modern record keeping, set and maintaining filing systems.
14. Skills in operating a personal computer, facsimile machine, and copier.

F. Education and Experience:

1. Requires either (a) a Bachelor's degree from an accredited college or university in relevant field AND a graduate degree from an accredited college or university in public administration, business administration, or related field; or (b) an equivalent combination of education and relevant work experience is required.

G. Physical Demands:

While performing the duties of this job, the employee must be able to:

1. Frequently sit for long periods of time at a desk or in meetings.
2. Regularly use computers and other electronic equipment to perform assigned job duties.
3. Occasionally lift and/or move up to 40 pounds.
4. Frequently lift and/or move up to 10 pounds.
5. Use hands to finger, handle, or feel.
6. Reach, push, and pull with hands and arms.
7. Specific vision abilities including close and distance vision, as well as depth perception.
8. Travel independently to other County office buildings and to other locations throughout Kendall County and the Chicago region to perform assigned job duties.

V. Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is subject to the following working conditions:

- A.** Mostly inside environmental conditions, except when outside traveling between various buildings/locations in Kendall County and the Chicago

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- region to perform assigned job duties.
- B.** The noise level in the work environment is usually quiet to moderately quiet.
 - C.** Employee may be exposed to stressful situations while working with staff, department heads, elected officials, vendors, and the general public.
 - D.** Employee may be required to provide their own transportation to travel to and from meetings, training, conferences, etc.
 - E.** Employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours, as needed.

By signing my name below, I hereby affirm that I received a copy of this job description.

Employee Receipt Acknowledgement & Signature

Date

Signature of Supervisor

Date

cc: personnel file, employee