

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1261 **TITLE:** MANAGEMENT ANALYST IV **GRADE:** S-31

DEFINITION:

Under direction, serves as division manager directing and managing the professional work, resources (including budget and staff) and operations of all management support for multiple business areas within a large department; serves as a member of the Department's Senior leadership Team (equivalent of division manager status) with responsibilities for department-wide administration and policy; represents the department on County-wide task forces and Board or Committee meetings; serves as a County-wide expert in a highly specialized area with wide-reaching implications; **OR**

Serves as the administrative division manager for a large County department; manages, supervises, and provides leadership in more than one professional administrative function within the department, such as financial or budgetary analysis, procurement and contract administration, human resources management, staff development activities, information technology administration, or related functions; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Division Manager.

ILLUSTRATIVE DUTIES:

(The illustrative duties listed in this specification are representative of the class but are not an all inclusive list. A complete list of position duties and unique physical requirements can be found in the position description.)

Directs and manages long-term, large-scale, high-priority, sensitive programs/projects that are multi-disciplinary and involve multiple agencies

Manages a group of professionals engaged in diverse administrative and management support activities.

Establishes and implements program policies, develop and manages the budget for designated programs;

Ensures County programs reach the intended populations and targeted benefactors;

Directs research and evaluation of trends in applicable areas of responsibility.

Develops long- and short-term goals, objectives and solutions for division;

Interfaces with central County staff departments (such as DMB, DHR, Finance, Purchasing and Supply Management) for seamless collaboration;

Provides consultation on strategic planning, organizational development and redesign projects;

Prepares for and presents to County Board of Supervisors (or Committee) regarding areas of expertise and responsibility.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all inclusive list).

Extensive knowledge of the mission, goals, objectives, funding sources, organizational structure, workload, and staffing of the organizational unit or program to which incumbent is assigned;

Extensive knowledge of the principles, practices, and techniques relating to the functional area of business operation;

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Extensive knowledge of statutory and regulatory requirements governing application of program funding, execution of program activities, and achievement of program outcomes;
Knowledge of the legislative and executive decision making processes;
Knowledge of the project management life cycle and its supporting phases;
Ability to identify organizational problems, evaluate possible solutions, and select and implement the most advantageous course of action;
Ability to identify and determine appropriate methods for gathering data;
Ability to make oral presentations to department management, other departments, or the public;
Ability to write detailed, accurate reports, grants, or solicitations for pertinent areas of administration;
Ability to manage professional and paraprofessional employees including coaching, counseling, training, and evaluation.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:
Graduation from an accredited four-year college or university with a bachelor's degree in fields related to the assigned functional areas; PLUS
Five years of professional work experience within the assigned functional areas such as human resources, budgeting and financial management, and contract administration and business management.

CERTIFICATES AND LICENSES REQUIRED:

None.

NECESSARY SPECIAL REQUIREMENTS:

Positions in this may be subject to criminal history records checks and/or credit checks as a condition of hire or continued employment.

REVISED: August 23, 2010

REVISED: July 8, 2005

REVISED: April 16, 2002