Legislative and Economic Development Analyst

General Information

Classification Code:	MGTANL
Effective Date:	January 12, 2022
Pay Grade:	C43
FLSA Status:	Exempt

Position Summary

The Legislative and Economic Development Analyst supports the City Manager's Office with significant focus on the Economic Development and Legislative programs. This position is technical and requires proven complex analytical and project/program management skills to complete research, data analysis, project management, budget preparation and analysis, written and verbal communication, policy drafting, legislative tracking, review, and policy recommendations. Assists with and drafts complex contracts. Monitors ongoing program budgets and prepares executive level memos, reports and presentations. Gathers and monitors key economic data and trends and recommends strategic project or program initiatives to improve Springfield's economic and legislative position. Assists with and manages oversight of programs including the property management and parking management programs. Performs other duties of a similar nature or level.

Classification Characteristics

This is the advanced journey level position in the Management Analyst classification. The Management Analyst is a broad professional classification that encompasses incumbents engaged in a wide range of analytical, research, budget management, and program management activities. Management Analysts make process decisions and decide how to best achieve the objectives, standards or guidelines established at higher levels. Management Analyst may include supervision of lower-level support staff or lead responsibilities.

The Legislative Analyst is distinguished from the journey level by the complexity, sensitivity and decision making involved and the focus upon complex program management. Duties require the application of advanced professional principles and practices in the assigned area with general guidance provided by the supervisor.

Essential Duties

The duties listed below are a typical sample; position assignments may vary.

1	Performs project management and oversight including evaluating, drafting, proposing and presenting, planning, administering, monitoring, and completing significant project management delivery. This position may require informal leadership of cross-departmental teams. Tracks complex tasks, policies, rules, and budgets.
2	Acts as the point of contact for all daily City and Springfield Economic Development Agency (SEDA) owned property management activities. Maintains relevant inventories of lease details and trends, landlord/tenant laws and policies, local market rates, and performs activities associated with the marketing and promotion of available spaces, maintenance of active lease agreements and tenant relationships, recruitment of new tenants, lease negotiations, and lease contract and amendment drafting.

Essential Duties	
3	Works directly with Development and Public Works Operations staff to coordinate tenant improvement needs, repairs, and common area improvements. Researches, recommends, and implements improvements for streamlining landlord/tenant record keeping, tenant/customer service communication and management and rent transaction/payment processes to maximize the City and public benefit of the sites.
4	Coordinates Springfield's State and Federal Legislative Agenda during both the Short and Long Sessions. Responsible for working with the City Council Legislative Committee and internal subject matter experts to develop priorities, review, track, and lobby relevant legislation on behalf of the city. Works in partnership with the City's State and Federal lobbying teams to provide testimony and information, regular updates and reports. Includes coordination of the United Front federal lobbying process.
5	Gather and assemble necessary CMO program information from managers to coordinate and draft the annual CMO and SEDA budgets. Responsible for drafting CMO/SEDA budget pages and memo for review and submission. Performs ongoing fund management to analyze trends and performs necessary ongoing budget activities like mid-year trending and program manager coordination, supplemental budget submissions, journal entries, etc.
6	Provides oversight of technical grant management and tracking specific to those grants which may be generated and managed within CMO programs. Completes grant report writing for applications and to meet requirements of awarded grants.
7	Prepares, monitors, and administers Economic Development and CMO program and project specific procurement documents like Requests for Qualifications, Proposals for Information, Calls to Artists, Bids, Intergovernmental Agreements, Memorandums of Understanding, and contracts for service.
8	Sets up a tracking system to efficiently plan for contract specific renewal schedules, invoicing/payment cycles and requirements, reporting requirements, and specific contract staff contacts.
9	Performs other duties of a similar nature or level.

Functional Specific Responsibilities
N/A

Qualifications
Minimum Qualifications: • Bachelor's Degree preferably in a related field and 5-8 years of progressively responsible relevant professional experience or an equivalent combination of education and experience.
Licensing/Certifications: • N/A
Technology Skills: • Accounting software — BOARD; Peoplesoft Financials • Cloud-based data access and sharing software — Dropbox; Google Drive; Microsoft SharePoint • Data base reporting software — Information Builders WebFOCUS; Microsoft SQL Server Reporting Services; SAP Crystal Reports • Data base user interface and query software — Microsoft Access; Microsoft SQL Server; Structured query language SQL • Data mining software — Google Analytics • Desktop publishing software — Adobe Systems Adobe InDesign; Microsoft Publisher • Document management software — Adobe Systems Adobe Acrobat • Electronic mail software — Email software; Microsoft Outlook

Qualifications

- Information retrieval or search software — LexisNexis
- Internet browser software — Microsoft Internet Explorer; Mozilla Firefox; Web browser software
- Office suite software — Microsoft Office
- Presentation software — Google Slides; Mentimeter; Microsoft PowerPoint
- Project management software — Confluence; Microsoft Project; Microsoft Teams; Oracle Primavera Enterprise Project Portfolio Management
- Spreadsheet software — Microsoft Excel
- Video conferencing software — Cisco Systems Webex; Google Meet; LogMeIn GoToMeeting
- Web page creation and editing software — Adobe Systems Adobe Dreamweaver; LinkedIn
- Word processing software — Microsoft Word

Knowledge Required:
- Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Communications and Media — Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.
- Computers and Electronics — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Economics and Accounting — Knowledge of economic and accounting principles and practices, the financial markets, banking, and the analysis and reporting of financial data.
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Law and Government — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- Sales and Marketing — Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.
- Sociology and Anthropology — Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures, and their history and origins.

Skills:
- Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.
- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Coordination — Adjusting actions in relation to others' actions.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Instructing — Teaching others how to do something.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Learning Strategies — Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Mathematics — Using mathematics to solve problems.

Qualifications

- Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Negotiation — Bringing others together and trying to reconcile differences.
- Persuasion — Persuading others to change their minds or behavior.
- Reading Comprehension — Understanding written sentences and paragraphs in work-related documents.
- Service Orientation — Actively looking for ways to help people.
- Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
- Speaking — Talking to others to convey information effectively.
- Systems Evaluation — Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
- Time Management — Managing one's own time and the time of others.
- Writing — Communicating effectively in writing as appropriate for the needs of the audience.

Abilities:

- Category Flexibility — The ability to generate or use different sets of rules for combining or grouping things in different ways.
- Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.
- Fluency of Ideas — The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).
- Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Mathematical Reasoning — The ability to choose the right mathematical methods or formulas to solve a problem.
- Near Vision — The ability to see details at close range (within a few feet of the observer).
- Number Facility — The ability to add, subtract, multiply, or divide quickly and correctly.
- Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression — The ability to communicate information and ideas in speaking so others will understand.
- Originality — The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.
- Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing that there is a problem.
- Selective Attention — The ability to concentrate on a task over a period of time without being distracted.
- Speech Clarity — The ability to speak clearly so others can understand you.
- Speech Recognition — The ability to identify and understand the speech of another person.
- Written Comprehension — The ability to read and understand information and ideas presented in writing.
- Written Expression — The ability to communicate information and ideas in writing so others will understand.

Physical Requirements					
Key	None 0% (0 hrs.)	Seldom 1-10% (Up to 1 hrs.)	Occasionally 11-35% (Up to 3 hrs.)	Frequently 36-75% (3-6 hrs.)	Continuous 76-100% (6+ hrs./day)

Physical Requirements

BODY POSITIONS	0%	1-10%	11-35%	36-75%	76-100%	PUSH/PULL	0%	1-10%	11-35%	36-75%	76-100%
Standing			X			0-10 lbs.			X		
Sitting				X		11-20 lbs.		X			
Walking – Even Surface		X				21-50 lbs.		X			
Walking – Uneven Surface		X				51-75 lbs.	X				
Kneeling	X					76-100 lbs.	X				
MOVEMENTS						**ENVIRONMENTAL HAZARDS**					
Bending/Stooping		X				Indoors					X
Twisting		X				Outdoors		X			
Crawling	X					Dust	X				
Squatting/Crouching	X					Fumes/Odors/Gasses	X				
Balancing	X					Chemical Agents	X				
Reach – Overhead	X					Biological Agents	X				
Reach – Forward	X					Noise – Low	X				
Reach – Backward		X				Noise – Moderate	X				
Climbing – stairs		X				Noise – High	X				
Climbing - ladder	X					Low Light	X				
USE OF HANDS						Heat	X				
Grasping – whole hand			X			Cold	X				
Grasping – pinch grip				X		Restricted workspace		X			
Fine manipulation/feeling				X		Vibration – whole body	X				
Keyboarding				X		Vibration - extremity	X				
LIFT/CARRY						**JOB SPECIFIC**					
0-10 lbs.			X			Driving – vehicle/equipment	X				
11-20 lbs.		X				Operate foot controls	X				
21-50 lbs.	X					Seeing				X	
51-75 lbs.	X					Talking				X	
76-100 lbs.	X					Hearing				X	
						Extended work hours				X	

Classification History

Created and adopted 2021.12

I have reviewed the job description.

Employee: Name_____ Signature _____ Date _____