

ASSOCIATE MANAGEMENT ANALYST

DEFINITION: Under general supervision, assists in performing a variety of routine administrative assignments of moderate difficulty including analyzing administrative and staff operations and procedures; prepares reports and recommendations; performs related work as required.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Investigates and makes recommendations in connection with routine departmental/interdepartmental operations and administrative problems relating to organization, fiscal management, resource utilization and allocation, administration and operational control, planning; assists in preparing reports relating to the feasibility of implementation of research and study conclusions; plans, assigns and assists in the problematic areas; may direct and supervise specialized office functions of an organizational unit such as budget preparation and analysis, program evaluation, or records keeping systems; conducts meetings; prepares correspondence and reports; speaks publicly to gather or give information, resolve complaints, eliminate program barriers and engender support for program objectives.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of public or governmental organizational processes involving methods and practices of public finance, budgeting, accounting, personnel administration, and management compliances.

Knowledge of organizational relationships.

Knowledge of analytical and evaluative methods and practices as applied within the public sector.

Knowledge of legislative and economic issues affecting the Navajo Nation.

Knowledge of computer databases and spreadsheet files.

Skill in operating and developing computer databases and spreadsheet files.

Skill in analyzing management, financial, human resources and other operational systems, procedures and controls.

Skill in applying judgment in the release of confidential information.

Skill in using analytical and evaluative judgment.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Public or Business Administration, Government Management or closely related area.

PREFERRED QUALIFICATIONS:

- One (1) year of program monitoring, evaluation and analysis experience.
- Proficient in Microsoft Office software or other computer applications.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.