

[Go Back](#)

NASSAU COUNTY

**Title : MANAGEMENT ANALYST
(PART-TIME)**

**SCHOOL DISTRICTS
CLASS SPECIFICATION**

**Code: 080079 FNT
Page : 1 of 1
Non-Competitive**

GENERAL STATEMENT OF DUTIES

Conducts surveys, prepares reports and makes recommendations to improve office practices, materials inventory control, manpower utilization and work simplification programs; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the duties involve the exercise of judgment in reaching the results of each study. Supervision may be exercised over subordinate staff.

TYPICAL DUTIES

1. Analyzes district operating practices and procedures.
2. Prepares reports of analyses and makes appropriate recommendations.
3. Prepares pertinent forms; devises record keeping systems, and charts.
4. Attends conferences to develop new systems and procedures.
5. Gives advice in effecting operating efficiencies.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Considerable knowledge of the principles and practices of public and business administration.
2. Considerable knowledge of methods and procedural analyses, work simplification techniques, and inventory control systems.
3. Considerable knowledge of data processing methods, techniques and procedures.
4. Ability to express oneself effectively, both orally and in writing.

MINIMUM QUALIFICATIONS

Training and Experience

Bachelor's degree from a regionally accredited or New York State registered college or university

and

Two years of experience in developing and analyzing administrative methods and procedures.

NOTE: Experience, as outlined above, in excess of the two-year requirement, may be substituted for the bachelor's degree on a year-for-year basis up to a maximum of four years.

[Go Back](#)