CITY OF SAN ANTONIO
An Equal Opportunity Employer

111 Plaza De Armas, San Antonio, Texas 78205
(210) 207-8108 Job Line (210) 207-7280
www.sanantonio.gov

Temporary Management Analyst
Aviation

The City of San Antonio is recruiting for a Management Analyst (temporary). Under general direction, is responsible for performing complex assignments involving management studies, surveys, and systems research to improve policies, procedures, productivity, work functions, and organizational structures. In addition, will assist in preparation of annual budget, monitoring of department's expenditures, development and coordination of data processing functions. May exercise supervision over assigned professional, technical, and clerical staff.

Essential job functions include, but are not limited to the following: Conducts management studies to improve the economy, efficiency, and desired controls of various activities; conducts surveys and analyzes information to detect organizational problems which hinder the effectiveness of operating and administrative procedures; .applies flow charting, time-and-motion analysis, and other analytical techniques to management studies; recommends new procedures and systems resulting from studies; implements, monitors, and evaluates new programs; determines and coordinates the computer software and hardware needs of the department; writes and edits computer programs; manages the department's data security; trains and provides technical support to computer users; assists in the preparation and monitoring of the annual budget; performs related duties and fulfills responsibilities as required.

This position requires that the successful candidate possess a Bachelor's Degree from an accredited college or university with preferable coursework in Business, Public Administration, Engineering or a related field; Three years of experience in conducting management studies and coordinating data processing activities, preferably in municipal government; a valid Class "C" Texas Driver's License or ability to obtain a valid one within thirty (30) days after becoming a resident of the State of Texas is also required. All job offers are pending satisfactory results from pre-employment drug testing, and reference, background and credential verification.

Salary ranges from $15.98 to $23.97/hourly, depending on experience and qualifications.

ONLY PAPER APPLICATIONS ACCEPTED. Apply in person or any of the Community Link Centers Monday through Friday (excluding holidays) from 7:30 AM to 5:15 PM, at the Human Resources Department located at 111 Plaza de Armas in downtown San Antonio. **Open until filled.**

For additional information contact Dawnette Escobedo at (210) 207-2754