



Position Announcement Management Analyst (PW)

Posting Date: September 2, 2025

APPLICATION DEADLINE: Interested candidates are encouraged to apply as soon as possible. Interviews may be conducted as applications are received. This position will remain open until filled.

HIRING RANGE (not to exceed): \$75,698.69 - \$82,152.90, D.O.Q.

HOURS PER WEEK: 40 hours per week, non-exempt status.

BENEFITS: The Village of Algonquin has a competitive benefit package which currently includes: generous paid time off, a flexible benefit Section 125 plan including health, dental, and life insurance as well as flexible spending accounts (health care and/or child care), a defined benefit pension plan through [Illinois Municipal Retirement Fund](#), a [deferred compensation 457\(b\) plan](#) through Nationwide, and more.

**Now seeking applicants for the position of:
Management Analyst for the Public Works Department**

JOB SUMMARY: In this role you will be assigned administrative and management work designed to provide professional support to the Public Works Director. These assigned responsibilities will aid Public Works personnel in the development and ongoing administration of a variety of village programs and services, and in the management of related administrative functions as well as assist in the planning and/or execution of the administrative operations. This position will include a strong focus on asset management, public communication, and data analytic initiatives.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinates administrative and operational processes and procedures.
- Assists and/or prepares specifications and documents for the bidding of contractual services and capital projects.
- Makes written and/or oral reports and recommendations to Village management, community groups, the general public, and government agencies.
- Prepares memos, letters, and reports related to assigned tasks.
- Coordinates and interacts with various contractors/vendors to ensure desired performance and proper accounting of services.
- Prepares project information correspondence for distribution to residents in the form of addressed letters and social media content.
- May participate in commercial or residential developer meetings related to final residential subdivision inspections prior to acceptance by the Village.
- Reviews all Public Works-related infrastructure for both short and long-term maintenance scheduling.
- Annually keeps records of all Village-related Performance Metrics and report back to the Village Board as needed.
- Acts as department liaison for intradepartmental activities, projects, and special events.
- Responsible for managing processes and Performance Metric related data collection and entry for various divisions.
- Analyze and evaluate departmental objectives, programs, operations, and control systems and make recommendations; conduct Village or department-wide coordination of major programs; analyze data and prepare written and/or oral conclusions and recommendations on assigned projects including preparation and presentation of Village Board reports.
- Researches Public Works related issues and identify solutions as they arise and/or as assigned.
- Assist in preparing the Public Works annual budget, monitor and control budget expenditures, and perform revenue and expenditure forecasting and research.
- Prepare requests for proposals and requests for qualifications to hire outside consultants, vendors, and contractors; distribute requests for proposals; evaluate proposals and conduct reference checks; make a recommendation to the Director or Division Superintendent.
- Research contractual service and supply needs; develop and negotiate contract terms; monitor contract compliance; mediate user/provider complaints; conduct on-site inspections to determine the need for compliance; provide information to the public on contracts.

- Serve as the Department or Division representative on various committees and projects; coordinate Department activities with other Village departments and outside agencies, organizations, or community groups; and make oral presentations as needed.
- Research, analyze, and make recommendations on program and operation compliance with applicable laws and regulations.
- Participate in various meetings with Village staff, outside agencies, and residents.
- Oversee routine updating of the Department webpages.
- Miscellaneous other duties as assigned by the Public Works Director.

EDUCATION/QUALIFICATIONS:

- Master's degree in Public Administration, Engineering, Business, or a related field is required within 12 months of hire.
- A minimum of one year of experience in a similar position in local government administration or related field, which shall have been at the level of administrative or management intern or higher is required.
- Geographic Information System (GIS) and desktop publishing experience preferred.

Must have intermediate computer and software skills (including Outlook, Word, and Excel). Must prioritize and plan work activities of annual budgeted department programs. Must have the ability to read and interpret engineering blueprints and specifications. Requires good public relations skills and must be able to communicate clearly and effectively both verbally and in writing. Must have the ability to work on multiple projects and tasks simultaneously. Must have the ability to comprehend and interpret local, state, and federal policies and procedures.

Must be skilled in organizing, planning, and coordinating activities and projects. Requires the ability to maintain clear records. Must have the ability to read and write reports in English. Must have an understanding of modern principles and methods of public administration, public relations, and budget preparation; principles and practices of administrative research and statistical analysis; pertinent federal, state, and local laws, rules, regulations, and ordinances.

Must have proper record-keeping techniques and procedures; ability to establish and maintain effective working relationships with fellow employees, Village officials, community groups, businesses, and the public. Must work independently in learning numerous program compliance requirements and guidelines; evaluate and develop improvements in operations, procedures, policies, and methods; analyze quantitative and qualitative information, and prepare clear, concise, grammatically correct memos and correspondence; and interpret specific rules, laws, regulations, and policies to apply them in a variety of procedural situations.

Must plan effectively, prioritize assignments, and meet deadlines; make moderately complex mathematical computations; and maintain the confidentiality of information and documentation as required.

TO APPLY:

Interested candidates are required to complete and submit an [employment application](#) and resume.

The Village of Algonquin is an Equal Opportunity Employer.