

**City of San Rafael
Job Class Specification**

Job Title: Senior Management Analyst

SUMMARY

Provides advanced staff level assistance to executive or other management level staff, performing a wide variety of responsible and complex administrative and analytic duties, including providing information to the public and communicating Department and City activities and programs. Receives supervision from the Department Director or other upper level staff, with on-going and regular interaction with executive level and mid-management level staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned.

- Assist or lead projects, tasks, and assignments that are priorities for the Mayor and City Council and/or the senior management staff.
- Assume direct responsibility for managing a variety of projects and programs; oversee assigned administrative support functions including budget.
- Supervise, plan, organize, and review the work of lower level technical and clerical staff.
- Develop and implement operational, administrative, program, and other policies and procedures; assist in contract negotiations and administration.
- Lead departmental communication efforts, providing information to the public and interacting with media on issues pertaining to the functions and issues of the Department and City.

Senior analytical functions:

- Participate in drafting and implementing Departmental and/or City-wide goals, policies, and procedures.
- Manage or participate in special projects including complex research of new programs and services, budget analysis and preparation, and feasibility analyses; prepare and present reports; participate in a variety of Department operations.
- Assist in the preparation of ordinances and other supporting program documents; prepare and monitor program contracts and related proposals; monitor compliance with applicable contractual agreements.
- Track the impact of State and Federal legislation on the Department or City and make recommendations regarding City positions.
- Conduct research and analyze a wide variety of technical and complex public policy and administrative issues.
- Act as staff support to the Mayor and City Council and City Manager on intergovernmental committees.
- Manage operating budget for Department.

Communication-related functions:

- Respond to media and citizen inquires on behalf of the Department.
- Participate in the public information functions of the City's Emergency Operation Center.
- Maintain positive working relationships with the members of the media.
- Answer inquiries or complaints from the public and other governmental agencies by providing superior customer service.
- Plan and coordinate press conferences.
- Prepare and distributes press releases and media advisories.

- Create, produce, and edit Department and/or City publications including a newsletter, annual report, and other informational publications. Suggest and implement new ideas for more effective communications.
- Create and produces internal organizational newsletters or other required publications.
- Serve as the Department and/or City's website content reviewer, and provide guidance and direction to the City's Technology Committee.

Other functions:

- May provide support to the City's labor negotiating team.
- Act as staff to City Advisory Committees, as directed by senior executive staff.
- Prepare City Council agenda reports.
- Serve as a liaison to other organizations and entities to forward the goals of the Department or City.
- Perform related duties as required.

KNOWLEDGE OF:

- Principles and practices of local government.
- Methods of research, program analysis, and report preparation.
- State legislative procedures.
- Communications strategies.
- Public relations and relationship building.
- Negotiations.
- Computer skills including graphics software.
- Municipal budgeting.

ABILITY TO:

- Communicate effectively both orally and in writing.
- Work in cooperatively with management, staff, and the public.
- Evaluate program policy and practice.

EDUCATION and/or EXPERIENCE:

Any combination of education and experience that demonstrates possession of the requisite knowledge, skill and abilities. A typical way to obtain these would be:

Equivalent to graduation from an accredited four-year college or university with major course work in public administration, business administration or a related field and four years of progressively responsible related administrative or managerial experience, preferably in a municipal government environment.

A valid driver's license is required.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to video display and regularly works in inside environmental conditions. The employee frequently works in evenings or weekends. The employee occasionally works with use of personal vehicle. The noise level in the work environment is usually moderate.

FLSA Status: Exempt
Prepared Date: April 10, 2015
Approved By: City of San Rafael