

MANAGEMENT ANALYST

DEFINITION

To provide responsible professional, administrative and technical assistance in the development, administration and implementation of City programs; to conduct specific and comprehensive analyses of a wide range of municipal policies and program issues; and to provide professional level support to an assigned supervisor.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the single level professional Management Analyst class. Incumbents initially perform the more routine duties assigned to positions in this series and work under close supervision. However, as experience is gained, incumbents are expected to perform the full range of duties as assigned with increasing independence.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an assigned department manager.

May exercise direct supervision over technical and administrative support staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Provide responsible professional and technical assistance in the development, administration and implementation of City programs; assist in formulating program policy, goals and procedures; collect and compile relevant data supporting recommendations.

Assist in the development of new program elements and program modifications as necessary to meet goals and objectives; monitor and coordinate the daily operation of assigned program areas; perform analytical work and maintain appropriate records and statistics.

Provide highly responsible analytical staff assistance including conducting specific and comprehensive analyses of a wide range of municipal policies involving organization, procedures, finance and services.

Respond to complaints and requests for information from the public and City staff; research requested information and determine appropriate resolutions; manage, direct and coordinate special projects and programs as assigned.

Prepare draft Council and committee staff reports, resolutions, and ordinances; coordinate with other departments and external agencies; and ensure proper formatting and timely submission.

Review and prepare agreements, contracts, leases and licenses to ensure the City's interests are protected; verify licenses and insurance requirements are met; if necessary route through City Attorney for review and approval.

Assist in the preparation of the budget; make budget recommendations relative to assigned program areas of responsibility; coordinate and compile budget recommendations prepared by other staff; research past expenditures; project future expenditures.

Plan, coordinate and implement; coordinate neighborhood association and other community and volunteer meetings, forums and related activities; staff various committees established by the City Council; prepare agendas and minutes; assist with research and other support as needed.

Provide staff support to various boards and commissions.

May maintain and update the city's website.

Respond to complaints and requests for information from the public and City staff; research requested information and determine appropriate resolutions.

Prepare a variety of written correspondence; maintain administrative files and other city records.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Principles, practices and techniques of public administration.

Methods and techniques of research, analysis, and effective data compilation and presentation.

Budget preparation and monitoring.

Methods and techniques of project management.

Pertinent local, state and federal laws, codes and ordinances.

### Ability to:

Organize, plan, schedule and implement operations; conduct analytical and administrative projects related to area of assignment.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Perform a wide variety of analytical duties with little or minimal supervision; analyze situations carefully and adopt an appropriate, effective course of action.

Effectively administer assigned programmatic responsibilities; prepare complex reports; prepare and administer a program budget; evaluate and develop procedures and policies.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

### Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

#### Experience:

Two years of professional level experience in public administration.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in public or business administration or a related field.

License and Certificate

Possession of, or ability to obtain, a valid California driver's license as required by the position.