

MANAGEMENT ANALYST – CITY MANAGER’S OFFICE

DEFINITION

To perform a variety of highly responsible administrative support functions in the City Manager’s Office including those requiring a significant level of expertise in a specific area; to manage complex program assignments; and to provides administrative support to the City Manager, Assistant City Manager, City Treasurer/Financial Executive, and Deputy City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the City Manager.

May exercise direct supervision over assigned technical and administrative support personnel.

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

Assist with the management and oversight of various special projects as assigned, including capital improvement projects, inter-departmental process improvements, and cyclical performance audits of various operations.

Assist in the preparation, development, and administration of department or division operating, multi-year and/or capital improvement budgets.

Collect, compile and analyze information from various sources on a variety of specialized topics related to programs administered by the position or by management staff including complex financial, budget, or administrative issues or questions.

Research, evaluate, and prepare statistical, financial, and demographic data used in reports, studies, surveys and analyses; analyze and make recommendations in the development and administration of assigned program area.

Investigate, analyze, develop and prepare special studies or projects and corresponding documentation and technical reports; make recommendations.

Plan, prioritize, assign, supervise and review the work of assigned professional, technical and administrative support personnel related to program activities.

Research, compile and prepare reports and documentation on program activities; analyze program and develop corrective action, maintain records of findings and corrective actions; prepare periodic status reports.

Negotiate and administer contracts; ensure compliance with department procedures, City policies, and pertinent laws, regulations and ordinances; assist with the selection and management of consultants and contractors.

Assist in the development and analysis of departmental policies, procedures and systems; recommend goals and objectives.

Receive, research, and respond to questions from outside agencies, other City departments and the general public.

Prepare and present staff reports and presentations at various City Council, commission/board, and other governmental meetings; draft City Council documents; serve on various committees and task forces.

Research grant opportunities and prepare grant proposals; monitor and administer grants.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Answer questions and provide information to the public, via telephone, e-mail, and written correspondence; investigate complaints and recommend corrective action as necessary to resolve complaint.

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

Perform related duties as assigned.

#### MINIMUM QUALIFICATIONS

##### Knowledge of:

Principles and practices of development including urban land use planning, California Environmental Quality Act (CEQA), permitting, and development.

Principles and practices of performance audits.

Principles and practices of real property management.

Principles and practices of budget preparation and monitoring.

Pertinent local, State and Federal laws, ordinances and rules.

State and Federal legislative and regulatory processes.

Principles and practices of grant writing and administration.

Principles of project management.

Methods of negotiation.

Principles and practices of supervision.

Principles and practices of marketing, community outreach and public information.

Principles and practices of public administration and municipal services.

Principles and practices of leadership, motivation, team building and conflict resolution.

Methods of grant proposal development and monitoring.

Public relations practices and techniques.

Principles and practices of organizational analysis and administration.

Ability to:

Learn programs, processes and structure of the various City departments.

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.

Prepare and present information to City management, City Council, and outside agencies and organizations.

Effectively respond to requests from the City Manager’s Office, City Council, City departments, and other interest groups in a timely manner.

Learn applicable Federal, State and local laws, codes and regulations.

Research, analyze and resolve technical administrative issues.

Work with and maintain the confidentiality of information.

Communicate clearly and concisely, both orally and in writing.

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

Independently perform professional analytical work in support of the City Manager’s Office and programs.

Identify, research, and respond to questions from other City departments, outside agencies and the public.

Prepare and present technical reports, requests for proposal, contracts and agreements.

Independently analyze situations and data and develop logical conclusions and sound recommendations.

Analyze financial data, fiscal and actuarial reports.

Effectively interact with the news media, as assigned.

Conduct, prepare and present special studies related to assigned operations.

Supervise, train and evaluate assigned staff

Experience and Training

Experience:

Three years of increasingly responsible administrative management and/or analytical experience in municipal government operations.

AND

Training:

A Bachelor’s degree from an accredited college or university, preferably in planning/community development, business administration, public administration, or a related field. A Master’s degree in planning/community development, business administration, public administration, or a related field may count towards two years of experience.

License or Certificate

Possession of a valid California driver’s license by date of appointment.

11-07-20	Management Analyst – City Manager’s Office
04-25-19	
06-28-14	Management Analyst