

DEFINITION

Under general supervision, performs a variety of administrative and analytical tasks related to assigned department; participates in the preparation, monitoring, and control of department budget; conducts or assists with a variety of special studies, surveys, research, and special projects; assists in the development and implementation of department policies; performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Management Analyst performs a variety of complex analytical duties in support of an assigned department. Incumbents may be assigned tasks related to budget preparation, monitoring and control, developing policies and procedures, supporting management in personnel matters, surveys, data analysis, special projects, and other administrative and analytical support work.

SUPERVISION EXERCISED AND RECEIVED

Receives general supervision from the Department Head or Deputy Director of assigned department. Provides day-to-day supervision for lower-level administrative and clerical staff.

DUTIES AND RESPONSIBILITIES

The duties listed below are illustrative only and are not meant to be a full and exhaustive listing of all of the duties and responsibilities of the position.

- Maintains, interprets, analyzes, and explains reports, records, and data in a structured management system; provides the results of analysis, recommendations, and information related to the overall management direction, department oversight, and overall operations;
- Conducts surveys and performs research and statistical analyses on administrative, fiscal, management, personnel, staffing, and operational problems;
- Participates in the development and installation of new or revised programs, systems, procedures, and methods of operation; analyzes, reviews, updates, and revises policies, procedures, and practices for conformance with changing regulations as well as needs, directed by long-term planning and indicated by current operational issues and situations;
- Participates in the administration of contracts, which may include those related to capital improvement projects; may be assigned responsibility for department functions, such as reviewing and processing public bid invitations, and reviewing, authenticating, and processing requests for payments, stop notices, and other retention of funds;
- Provides customer service, responding to customer requests and complaints as needed;
- In consultation with appropriate staff members, reviews and monitors overall department financial administration including budget, financial reports, and cost of service analysis; provides direction and coordination for budget preparation and execution; maintains and uses financial and performance records and reports to determine compliance with budget, and monitors trends and observes other performance characteristics to provide advice and assistance to operational managers;
- Manages Departmental agendas for City Council meetings and other meetings as assigned; coordinates the preparation of Department City Council reports; prepares and edits staff reports to the City Council;
- Consults with and provides advice to the Director on personnel matters, including promotions, selection, grievances, compensation, or procedural issues;
- Provides technical and functional supervision of lower-level administrative, clerical, and temporary positions; manages, develops, and trains lower-level support staff;

- Interprets Federal, State, and City regulations; coordinates their application to Department and City operations; serves as Department liaison, informing Department Head and Division Heads on pending legislation and coordinating appropriate responses concerning same;
- Assists in the coordination of interdepartmental and departmental activities with other City departments and divisions and outside agencies; coordinates and administers specialized and ongoing studies and programs requiring interdivisional participation; acts as supervisor for Departmental administrative functions; and
- Performs related duties as assigned.

JOB-RELATED QUALIFICATIONS

Knowledge of: Theories, principles, and practices of public and business administration as applied to assigned operations, programs, and projects; research techniques, problem-solving methods and sources, and availability of information; report preparation and presentation techniques; principles of modern personnel management, supervision, and labor relations; principles of budget preparation, analysis, monitoring, and expenditure control; methods and practices of municipal enterprise fund finance, budgeting, and accounting; principals of functions of assigned department; pertinent State, Federal, and local laws and regulations; modern office practices, procedures, methods, and equipment, including up-to-date computer applications, technology, and systems; organization and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

Ability to: Analyze fiscal, budgetary, or administrative problems and propose solutions; write clearly and comprehensively; read, interpret, and understand complex rules, regulations, and ordinances; communicate clearly and concisely both orally and in writing; edit reports; communicate and interact effectively with others; analyze and review organizational and management problems, and recommend and implement effective courses of action; establish and maintain cooperative working relationships with those contacted in course of work; elicit cooperation of others; learn, interpret, and apply City policies, procedures, rules, and regulations; properly interpret and make decisions in accordance with laws, rules and policies; assimilate and understand information consistent with essential job duties; think clearly and work well under normal and high pressure circumstances; make sound decisions in a manner consistent with essential job duties.

EDUCATION AND TRAINING GUIDELINES

Education: Bachelor's degree in Business Administration, Public Administration, or a closely related field from a recognized college or university.

Experience: Four (4) years of increasingly responsible work experience in a fiscal or administrative capacity which included analysis, research, and program or project management. Previous experience in a public agency is desirable.

Licenses: Possession of a valid Class C California Driver's License with a satisfactory driving record as determined by California Motor Vehicle guidelines.

SPECIAL REQUIREMENTS

Speak clearly and understandably; stamina to attend and participate in evening meetings as assigned; vision adequate to quickly and accurately review reports and correspondence; ability to report to work at any hour of the day or night as required by a disaster or other emergency situation. Maintain physical condition appropriate to the performance of assigned duty and responsibilities which may include sitting for extended periods of time and operating assigned office equipment.