

**Definition:** Under the general direction of the Director of Public Works performs administrative and analytical tasks related to budget preparation, monitoring and control. Consults with and advises Director on personnel matters, policies and procedures. Has responsibility for overall coordination of departmental budget, including development of and explaining formats and internal deadlines. Coordinates Department input to the capital improvement program. Conducts special studies, surveys and research assignments in a variety of administrative, management, budget and operational procedures and topics, and does related work as required. Serves as Department office manager, coordinates administrative activities for all elements of the Department. Acts as a Department liaison with other City staff. Coordinates, writes and edits responses to Council assignments and citizen requests. Manages and coordinates the receipt and resolution of complaints. This is a staff position.

**Essential Duties:** The Management Analyst is responsible for, but not limited to:

- \* Assists the Department Head with advice concerning overall management direction and oversight by maintaining and using reports, records and data in a structured management information system for all Public Works functions and provides the Department Head with the results of analyses and with recommendations concerning operations. Interacts directly with Division Heads to also provide them the benefit of the analyst's activities and to assist them in their management responsibilities.
- \* 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 and policies as well as needs directed by long term planning and indicated by current operational issues and situations.
- \* Compiles materials and assists in the preparation of reports, manuals and publications. Coordinates preparation of Management Information Reports and Strategic Planning reports. Edits reports.
- \* Participates in administering contracts, including those related to capital improvement projects. Periodically assigned responsibility for public works functions, such as reviewing and processing public bid invitations, and reviewing, authenticating and processing requests for payments, stop notices and other retention of funds.
- \* Responds to complaints and requests for information and manages a Departmental Customer Service/response system.
- \* Represents the City in interdepartmental, community and professional meetings as required. Makes presentations as necessary.
- \* 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 manager for Departmental administrative functions.
- \* Interprets Federal, State and City regulations. Coordinates their application to City operations. Serves as Department liaison informing Department Head and Division Heads on pending legislation and coordinating appropriate responses concerning same.
- \* Provides guidance, direction and oversight of Department files, records, forms, library materials, and the Public Works systems and processes for issuing various permits.
- \* Makes recommendations to the Director regarding policies, organization, staffing and resource requirements necessary to carry out long and short term goals. Coordinates and oversees public works input to the City Strategic Plan.

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- \* In consultation with appropriate Public Works and Finance staff members, reviews and monitors overall Public Works financial administration including budget, financial reports, cost of service analysis, rate making and payments for all Enterprise Funds and other Public Works funds. 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.
- \* Identifies and analyzes operational problems working with staff to evaluate alternatives and implement appropriate solutions.
- \* Manages Departmental agendas for City Council meetings. 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.

**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.

**Minimum Qualifications:**

**Knowledge of:** Modern office practices, procedures, methods and equipment, including up-to-date computer applications, technology and systems. Principles and practices of organization and public administration. Research techniques, problem solving methods and techniques, sources of information and availability of information and report preparation and presentation. Pertinent State, Federal and local laws and regulations. Principles, methods and practices of municipal enterprise fund finance, budgeting and accounting. Organization and management practices as applied to the analysis and evaluation of programs, policies and operational needs. Principles of budget preparation, analysis, monitoring and expenditure control. Principles of modern personnel management, supervision and labor relations. Principles of municipal public works functions.

**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. Work independently and establish and maintain sound working relationships. 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 and to assimilate and understand information consistent with essential job duties. Operate assigned equipment. Think clearly and work well under normal and pressure circumstances. Make sound decisions in a manner consistent with essential job duties.

**Education:** Bachelor's Degree from an accredited college or university with major work in public or business administration or a closely related field.

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**Experience:** Four years of responsible work experience in a fiscal or administrative capacity and positions of increasingly responsible administrative experience including performing analyses, research and program project management, preferably in a government agency.

**License:** Possession of California Driver's License.