



SENIOR MANAGEMENT ANALYST

Class specifications are intended to present a description of the range of duties performed by the classification. Specifications are not intended to reflect all duties performed. Classifications will perform other related duties as assigned.

Definition:

Under general direction, this position performs a wide variety of difficult and complex professional level administrative and analytical duties in support of an assigned department. The Senior Management Analyst manages programs that have City-wide or department impact and is responsible to conduct complex and sensitive studies and prepare detailed reports and recommendations. This position is also responsible for complex budget preparation and administration; special projects, financial analysis and grant administration.

Classification Characteristics:

This is the senior level class in the Management Analyst series. Employees within this class are distinguished from the Management Analyst I and II by the performance of the full range of duties, including complex analytical tasks involved in administrative processes, procedures, programs, and budgets. Employees at this level receive only occasional instruction or assistance. This position is responsible to supervise professional and administrative staff and may oversee the administrative office functions.

Essential Functions:

- Conduct assigned administrative, fiscal or operational project activities, prepare and maintain records, perform research and analysis as required; prepare reports which present and interpret data and identify alternatives; make and justify recommendations.
- Coordinate with Federal, State and local agencies on the funding of City projects which include complex grant writing and monitoring of grant administrative programs, such as Community Development Block Grant (CDBG), to ensure contract compliance.
- Negotiate and coordinate the development of contracts for professional services; identify funds available; prepare staff reports; interface with legal counsel as required.
- Take a lead role in budget preparation, analysis and administration; review departmental budget requests; investigate proposals for new programs, services, equipment and personnel; prepare reports recommending adjustments in budget; prepare, monitor and administer assigned department annual budget; and prepare revenue estimates and forecasts.
- Participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; draft new policies and assist in implementation following approval.
- Assist in the preparation of ordinances and other supporting program documents; prepare and monitor program grants and related proposals; monitor compliance with applicable contractual agreements.
- Coordinate and monitor a variety of programs; document work progress.

- Prepare comprehensive technical records and reports pertaining to assigned area of responsibility; conduct research and comprehensive data collection efforts to support analysis.
- Participate in special projects including research of new programs and services, budget analysis, and preparation of feasibility analyses; prepare and present reports; participate in a variety of City operations.
- Receive and respond to complaints and questions from the general public relating to assigned area of responsibility; review problems and recommend corrective actions; prepare summary report as required.
- Prepare staff reports, resolutions, ordinances, and make presentations to the City Council and City commissions.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary.
- Select, train, motivate, and evaluate assigned staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Qualifications:

Knowledge of:

- Operational characteristics, services and activities of assigned program area including financial and operational functions.
- Principles and practices of public administration.
- Operations and functions of municipal government.
- Methods and techniques of research, program analysis, and report preparation.
- Principles and practices of complex budget preparation and administration.
- Negotiation techniques.
- Public relations techniques.
- Principles of leadership, supervision, training and performance evaluation.
- Principles and procedures of complex record keeping.
- Modern office methods, practices, procedures, and equipment including a computer.
- English usage, spelling, grammar, and punctuation.
- Principles and practices of supervision.
- Pertinent Federal, State, and local laws, codes, and regulations.

Ability to:

- Administer contracts with outside service providers.
- Monitor work quality and progress of work provided by outside service providers.
- Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.
- Research, analyze, and evaluate programs, policies, and procedures.
- Organize and consolidate statistical data.
- Prepare clear and concise reports.
- Independently prepare correspondence and memoranda.
- Communicate clearly and concisely, both orally and in writing.
- Understand and carry out oral and written directions.
- Interpret and apply administrative and departmental policies and procedures.

- Prioritize work activities to meet established timelines.
- Respond to difficult and sensitive public inquiries.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including City staff, City officials, and the public.
- Maintain physical condition, audio-visual discrimination and perception, and mental capacity appropriate to the working conditions and the performance of assigned duties and responsibilities.

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

Experience:

Five years of increasingly responsible administrative and analytical experience including analysis and coordination of public programs.

Training:

Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in business administration, public administration, public policy, political science or a related field.

License or Certificate:

Possession of a California Class C Driver's License.

Working Conditions:

Work primarily in an office environment including sustained posture in a seated position for prolonged periods of time; standing and moving around work area. Subject to frequent interruptions and contact in person and on the telephone. Position requires grasping objects, repetitive hand movement and fine coordination including use of a computer keyboard. Speaking and acute hearing is required for responding to in-person and telephone inquiries. Vision is required for normal office work. The need to lift and carry files and documents weighing up to 25 pounds is required.