

ASSOCIATE MANAGEMENT ANALYST
Salary Range: 5 (Management Salary Schedule)

DEFINITION

Under general supervision, provides responsible professional management and technical administrative support to the City Manager's Office; conducts specific and comprehensive analyses of a wide range of municipal policies in the administration of assigned areas; researches, compiles, analyzes, and reports information on a variety of issues and projects; performs a variety of highly responsible, confidential, routine, and complex administrative duties for the City Manager and Assistant City Manager; provides guidance on department policies, procedures, goals, and methods associated with assigned duties; provides information or directs questions and requests to the appropriate staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the entry level class in the Management Analyst classification series responsible for performing the more routine and less complex professional assignments while learning City policies and procedures. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Management Analyst level and exercise less independent discretion and judgment in matters related to work procedures and methods. Positions at this level receive occasional instruction or assistance as new or unusual situations arise.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the City Manager or designee. Exercises no direct supervision over staff.

ESSENTIAL DUTIES

Duties may include, but are not limited to the following:

- Provides highly responsible and complex professional and technical assistance in the development, administration, and implementation of a wide variety of City-wide and department-specific programs.
- Performs a wide variety of highly responsible, confidential, and complex administrative duties in support of the City Manager's Office.
- Participates in formulating program, department, and City-wide policy, goals, and procedures; collects and compiles relevant data supporting recommendations; implements or facilitates the implementation of department policies and procedures.
- Conducts analyses and policy review as requested; identifies opportunities for improvement and makes recommendations.
- Provides administrative assistance and support for City administration by assisting with answering phones, taking messages, and making appointments; maintaining calendars; filing documents; scheduling meetings, activities, and functions; setting-up rooms and equipment; ordering refreshments; keeping activities flowing subject to timelines/management needs; maintaining a follow-up system to assist staff with deadlines, and projecting due dates and other events.

- Monitors and coordinates the daily operation of assigned program area; maintains appropriate records and statistics.
- Provides highly responsible administrative assistance, including conducting specific and comprehensive analyses of a wide range of municipal policies involving organization, procedures, finance, and services.
- Monitors, researches, reviews, and analyzes existing and new legislation and examines the effect on the City's operations; makes recommendations and provides alternatives to the City Manager consistent with legislative guidelines and requirements.
- Conducts surveys and performs administrative and/or research and statistical analyses as requested; prepares related reports.
- Prepares administrative reports, manuals, and publications.
- Assists with the development and administration of City Manager and City Council budgets; monitors office expenditures; and processes check requests, credit card statements, and records request fees.
- Actively seeks new granting opportunities for the City; prepares grant proposals; monitors active grants to ensure that all stipulations and regulations regarding the use of funds are met; maintains appropriate records and documentation to satisfy any audit requirements; serves as a liaison between granting agencies and the City; coordinates and communicates with other City departments as necessary; attends and participates in meetings.
- Monitors developments and changes in regulations/legislation related to grants.
- Prepares agreements, contracts, financial spreadsheets, correspondence, reports, charts, graphs, and presentations; responds to questionnaires and surveys; establishes and maintains documentation and records as appropriate.
- May assist in the development, administration, and implementation of economic development activities and programs.
- Provides liaison and staff support to a variety of committees and commissions.
- Responds to complaints and requests for information from the public and City staff; may serve as departmental public information officer, including preparation of news releases, public information material, and internal or external newsletters.
- Plans, coordinates, and participates in a variety of special events and meetings.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of analytical research.
- Organization and function of public agencies, including the role of the City Manager, City Clerk, an elected City Council, and appointed boards and commissions.
- Principles and practices of public sector budgeting and accounting, including basic budget preparation and monitoring, cash control, and related accounting practices.
- Applicable pertinent federal, state, and local rules, regulations, and laws applicable to assigned projects.
- Sources of information related to a broad range of City programs, services, and administration.

- Business arithmetic and statistical techniques.
- Basic principles, practices, and procedures of funding sources and grant funds disbursement.
- Methods and techniques of effective technical report preparation and presentation.
- Techniques for effectively representing the City in contacts with governmental agencies; community groups; various business, professional, and regulatory organizations; and the public.
- Techniques for handling complaints and providing a high level of customer service to the public and City staff, both in person and over the telephone.
- Records management principles and practices.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Analyze administrative, operational, and organizational problems; evaluate alternatives; and make sound policy and procedural recommendations.
- Collect, evaluate, and interpret varied information and data, in both statistical and narrative form.
- Perform difficult and complex administrative support work involving the use of confidentiality, independent judgment, tact, and discretion.
- Understand, interpret, explain, and apply federal, state, and local policies, procedures, laws, and regulations.
- Identify and implement an effective course of action to complete assigned work.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Establish and maintain a complex and extensive records management system.
- Prepare, monitor, edit, and update various agreements, contracts, policies, and other documents.
- Develop, implement, and interpret goals, objectives, policies, procedures, and work standards for the department.
- Gain cooperation through discussion and negotiation.
- Accurately make basic mathematical and statistical calculations.
- Resolve customer service issues in a professional manner.
- Organize and coordinate the activities of public and private community groups.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; individuals; and various business, professional, and regulatory organizations.
- Perform research; prepare and present clear, concise, and logical written and oral reports.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.

- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Minimum Qualifications

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

A bachelor's degree from an accredited four-year college or university with major coursework in public or business administration, pre-law, political science, economics, communications, marketing, or a closely related field.

AND

Two (2) years of increasingly responsible experience in public administration, administrative analysis, or budgetary/fiscal control.

License and Certification Requirement

A valid California Class C driver license with a satisfactory driving record is required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

PHYSICAL REQUIREMENTS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; ability to operate a motor vehicle to visit various City and meeting sites; vision to read printed material and a computer screen; hearing and speech to communicate in person and over the telephone; finger dexterity for simple grasping, fine manipulation, to operate standard office equipment, and the ability to access, enter, and retrieve data using a computer keyboard or calculator; frequently bend, stoop, kneel, reach, climb; push and pull drawers open and closed to retrieve and file information; occasionally lift, move, and carry objects that typically weigh up to 20 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

WORKING CONDITIONS

Incumbents appointed to this class work primarily in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may interact with upset staff and/or public and private representatives when interpreting and enforcing departmental policies and procedures. Incumbents may be required to work evenings, weekends, and holidays and attend meetings before or after normal business hours.

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This class specification should not be construed to imply that these requirements are the exclusive standards of each position. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.

Adopted: March 2016

Revised: June 2021