

MANAGEMENT ANALYST

DEFINITION

Under general direction, to perform difficult and complex City-wide budgetary, financial, administrative and analytical support duties; to develop, manage, monitor and review the activities of major and significant City-wide operations, projects and programs that often require working with the complicated logistics of interdepartmental and/or interagency cooperation; to serve as a positive and motivational leader of professional and technical staff and to participate as a positive and cooperative team member; to provide highly complex staff assistance to Department Director, City Manager, City Attorney and others; to participate in strategic planning, policy development, and legislative analysis; and to perform related work as required.

CLASS CHARACTERISTICS

Incumbents in this classification will normally be assigned to the Administrative Services Department or City Hall. Incumbents are responsible for establishing, maintaining, and monitoring a variety of administrative policies, budget and fiscal processes, and organizational and legislative issues on a City-wide basis as well as providing a liaison with and support to departments. Management Analysts assume substantive and significant responsibilities for multi-divisional and/or interdepartmental fiscal and budgetary activities, and serve as advisors to the City's department heads/management team on complex financial and budgetary functions. Management Analysts are distinguished from the Senior Administrative Analyst level by the complexity and scope of the duties assigned as well as by the level of independence at which the positions functions.

EXAMPLES OF DUTIES (Illustrative Only)

- Plans, directs, and manages multiple and complex budgetary operational functions funded by and responsible to multiple funding agencies and/or revenue sources as well as the general fund; communicates with and reports to City management, external agencies, governing bodies and/or special districts
- Manages, directs, evaluates, monitors and supports the professional, technical, and clerical staff within assigned area(s) of responsibility; acts as a resource to staff; advises staff on the more complex issues; provides direction, guidance, and leadership to staff; may prepare or provide input to performance evaluations
- Serves as subject matter expert in area(s) of specialty or designated responsibility; acts as resource to departments
- Identifies, plans, implements and evaluates goals, objectives, priorities and activities within assigned areas of responsibility in a manner consistent with the City's overall goals and objectives; develops strategies for the successful achievement of goals and objectives; directs and coordinates the implementation of strategies

- Collects and analyzes data to develop, evaluate and support the City's fee structure, annexation plans, and other specialized City functions and programs
- Directs, manages, and participates in the preparation of multiple and complex budgets; collects and analyzes data in the support of effective forecasting of revenues and expenditures; develops justifications for budgetary recommendations; coordinates the finalization of budgets to ensure timely submission as required
- Monitors contracts and agreements for compliance, achievement of objectives, and adherence to performance and fiscal requirements; assists departments with preparation of agreements when appropriate
- Reviews and monitors the financial activity of City-wide and assigned Department's/Division's budgets
- Plans, directs, manages and monitors various administrative and operational analyses, studies and audits; manages and participates in data collection with regard to needs assessments, benchmarking, and operational reviews of designated responsibilities; evaluates success and provides feedback
- Provides policy, program and procedural direction to assigned teams and areas of responsibility; reviews financial reports and budgets to provide fiscal direction; prepares budgets and makes recommendations in support of City's goals and objectives; evaluates success and provides feedback
- Interprets and applies provisions of laws, rules and regulations related to assigned areas
- Develops policies, procedures, standards and ordinances to ensure compliance with applicable laws and regulations
- Interprets and advises staff on applicable laws, regulations, policies and procedures
- Coordinates assigned activities with other divisions, departments, governmental agencies and outside organizations
- Participates in City and Departmental management meetings and works to resolve policy, procedural or operational issues; acts as liaison between outside agencies, department heads, the City Manager and City Attorney's offices, and Administrative Services on budgetary and procedural issues
- Prepares and maintains a variety of records, reports and correspondence related to program activities
- Attends and/or makes presentations at council, interagency, committee, and other meetings and conferences
- Acts on behalf of the Director when needed

QUALIFICATIONS

Knowledge of

- Principles and modern methods of public and business administration with special reference to organization, fiscal budget, and personnel management
- Advanced principles and practices of public finance, budgeting, fiscal control and administrative and policy analysis

- Principles and practices of local government, including city administration, organization, programs and functions
- Public agency contracting requirements, grant applications and fiscal control of same
- Communication techniques required for gathering, evaluating and transmitting information and directing group discussions
- Administrative principles and methods, including goal setting, program and budget development and implementation
- Personnel management and basic supervisory practices including training and performance evaluation
- City organization and functions; laws, rules and regulations governing fiscal administration
- Pertinent local, state and federal laws, guidelines, regulations and statutes
- Computer software, including word processing, spreadsheet, presentation and database applications, and specialized software programs used in the performance of the work

Skill in

- Directing and participating in advanced administrative, fiscal, budgetary, and operational activities
- Analyzing City programs, budgets and technical reports; interpreting and evaluating staff reports; staying current with pertinent laws, regulations and guidelines
- Developing and administering policies, standards, and procedures
- Negotiating agreement between differing individuals and groups; gaining cooperation through discussion and persuasion
- Reading, analyzing, evaluating and summarizing written materials and statistical data including reports, financial reports and budgets
- Analyzing systems and administrative and management practices and identifying opportunities for improvement
- Preparing, monitoring and administering various agreements and contracts
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals
- Determining effective methods of research; compiling data and presenting in a form most likely to enhance understanding
- Planning, organizing, assigning, supervising, reviewing and evaluating the activities of assigned program areas
- Developing, implementing, and interpreting goals, objectives, policies, procedures, and work standards
- Preparing and presenting clear, concise and logical written and oral reports
- Coordinating activities with other City departments and agencies as required
- Preparing and administering budgets
- Establishing and maintaining effective working relationships with those contacted in the course of the work
- Using personal computer software for the successful and efficient completion of assigned responsibilities; maintaining proficiency in the applications used by the division

A typical way of gaining the knowledge and skills outlined above is:

- Equivalent to a Bachelor's degree with major course work in public or business administration, finance, economics, or a related field and five (5) years of increasingly responsible experience in public administration, administrative analysis, or budgetary/fiscal control including at least two (2) years in a senior administrative/supervisory capacity.

LICENSES AND CERTIFICATES

Possession of a valid California driver's license.

PHYSICAL DEMANDS

Mobility to work in a standard office environment and use standard office equipment. Ability to attend off-site meetings and/or meetings outside of regular working hours. On an intermittent basis, sit at a desk for long periods of time; intermittently walk, stand, bend, squat, twist and reach while performing office duties; lift light to moderately heavy weights. Manual dexterity to use standard office equipment and supplies and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.); vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone.

FLSA: E

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