



## **MANAGEMENT ANALYST- CITY MANAGER'S OFFICE**

### **Definition:**

Under general supervision of the Deputy City Manager, performs a wide variety of administrative and public information tasks in coordination with multiple City departments and outside public agencies.

### **Essential Job Duties:**

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

- Conducts or directs assigned projects or program activity; performs research and statistical analysis; prepares reports of findings and recommendations as to appropriate action.
- As designated representative, leads or participates in committee activity; coordinates or conducts activities with other City departments, agencies and organizations and the community; contributes views and interests of the department in execution of assigned duties; provides information and serves as a resource.
- Provides assistance to department management, other City personnel and the public regarding personnel, administration, operational issues, policies or procedures.
- Participates in the development of department goals and objectives.
- Provides assistance in resolving operational and administration issues; identifies issues and conducts research to find alternative solutions; makes and assists in the implementation of recommendations.
- Plans, coordinates, and evaluates activities associated with assigned contracts; participates in research and evaluation of proposed contractual obligations and agreements; assists in contract negotiations and administration; monitors compliance with applicable contractual agreements.
- Coordinates grant administration activities; prepares, writes, reviews, and monitors grant applications; monitors existing programs for compliance with regulations.
- Analyzes federal, state, and local legislative proposals for impact on assigned operations.
- Provides staff assistance to higher-level management staff; participates on and provides staff support to a variety of committees, boards, and commissions; prepares and presents staff reports and other correspondence as appropriate and necessary.
- Attends and participates in professional group meetings; stays abreast of new developments within assigned area of responsibility; maintains awareness of federal, state and local regulations.
- Responds to and resolves difficult and sensitive citizen complaints and inquiries.
- Performs related duties as required.

**Minimum Knowledge, Skill and Ability:**

**Knowledge of:**

- Principles and practices of public administration and municipal government.
- Municipal operations.
- Principles underlying the laws and regulations of the municipality.
- Public administrative research methods, techniques, and report presentation.
- Professional writing techniques.
- Relevant mathematical principles and functions.
- Computers and office software applications.
- Functions, policies, and procedures of relevant departments and/or operations.
- English usage, spelling, grammar, and punctuation.

**Skill and Ability to:**

- Understand City programs and resources available to resolve municipal problems.
- Communicate with customers, clients, and the public in face-to-face, one on one and groups meetings and over the phone.
- Operate standard office equipment, a personal computer, and relevant software in a Mac environment.
- Interpret and apply department policy.
- Communicate clearly and concisely, both orally and in writing.
- Research and compile information on a variety of programs and services.
- Maintain relevant program records.
- Establish and maintain effective working relationships with the public and all levels of staff and management.
- Successfully adapt in a high-volume, fast-paced working atmosphere with multiple activities.

**Training and Experience:**

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities could be considered qualifying. A typical way to obtain the knowledge, skills, and abilities would be a Bachelor's degree from an accredited college or university with major course work in public administration, business, political science, communication or a related field, and 3 years of relevant experience. Master's degree is desirable. Municipal experience preferred.

**Licenses and Certificates:**

Possession of a valid California driver's license is required by the date of hire.

**Physical Requirements and Working Conditions:**

- Requires vision (which may be corrected) to read small print.
- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- Performs lifting, pushing, and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Subject to inside environmental conditions.

- May be required to work at a computer for prolonged periods.
- May be required to use personal vehicle in the course of employment.
- May be required to work evenings and on weekends.