

MANAGEMENT ANALYST

DEFINITION

To perform responsible professional and technical administrative duties in the development, administration and implementation of department and City programs; to conduct special studies, surveys and research assignments in a variety of administrative and operational procedures and topics; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a full-time classification in the confidential group. The advanced analytical and project management nature of the position requires an ability to perform moderately difficult and complex work. Assignments are often programmatic in nature and require strong communication, coordination and facilitations skills. Incumbents must have the ability function effectively with people at all levels of the organization as well as external contacts.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level departmental or administrative management personnel. May provide direction to support staff.

ESSENTIAL AND IMPORTANT DUTIES

- Serve as a primary resource point for a particular program or area, requiring in-depth knowledge of department programs, functions, organizational structure, and services.
- Compile and analyze data; prepare reports and make recommendations on the formulation of policy and procedure, and organization changes.
- Conduct surveys and perform research and statistical analyses on administrative, fiscal, and operational problems.
- Participate in the development and installation of new or revised programs, systems, procedures, and methods of operation; update and revise current policies and procedures. Assist in the development, coordination and monitoring of the department budget.
- Compile materials and assist on the preparation of reports, manuals, and publications. Participate in administering contracts; monitor programs for compliance with applicable regulations.
- Respond to complaints and requests for information.
- Represent the City in interdepartmental, community, and professional meetings as required; make presentations as necessary.
- Assist in the coordination of intradepartmental and departmental activities with other City departments and divisions, and outside agencies.
- Prepare a variety of reports, draft letters, and materials for the department, City Council, and other agencies; drafts and completes final contracts, general correspondence, procedures, informational handouts, press releases, and other written materials.
- Review changes in laws, regulations, and guidelines for their effect upon departmental activities; evaluates the effect of such changes and recommends changes to policies and procedures as required for compliance.
- Perform related duties and responsibilities as assigned.

JOBRELATED ANDESSENTIAL QUALIFICATIONS

Knowledge of principles and practices of organization and public administration; basic research techniques and methods of report preparation; applicable State, Federal and local laws and regulations.

Ability to communicate clearly and concisely, both orally and in writing; review organizational and administrative problems, and recommend and implement an effective course of action; properly interpret and make decisions in accordance with laws, rules, and policies; establish and maintain cooperative working relationships with those contacted in the course of work.

EDUCATION ANDEXPERIENCE

Sufficient education and experience to successfully perform the essential duties of this classification. A typical way of gaining the knowledge, skills and abilities would be:

Experience: One year of administrative experience including performing analyses, research and project management, preferably in local government.

-OR-

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

Licenses and Certificates

Possession of a valid California Driver's license.