

**FLSA Status: Exempt**  
**At-Will**

## **SENIOR MANAGEMENT ANALYST**

### **DEFINITION**

Under direction of an executive level manager, this management level generalist is responsible for providing staff support to a department head as assigned. The Senior Management Analyst performs a wide variety of responsible and complex administrative and special assignments. The incumbent provides risk management program administration, assists in a wide variety of interdepartmental and City-wide projects and programs; performs analyses, develops recommendations, prepares reports and policy documents, exercises leadership skills and establishes effective relationships with a variety of groups and individuals.

### **SUPERVISION EXERCISED AND RECEIVED**

Receives supervision from the department head or designee. The Senior Management Analyst may supervise employees.

### **ESSENTIAL AND IMPORTANT DUTIES** (Illustrative Only)

- Administer the City's workers compensation, general liability and property insurance programs.
- Administer and manage liability claims filed against the City and coordinate an integrated liability and property loss control program designed to minimize risk of accidents or claims
- Researches, analyzes data to assess costs, operational feasibility and other aspects of proposed programs and projects and develops and presents recommendations;
- Coordinates projects, programs, and policy implementation with City departments, as assigned;
- Assists in the development of the City's Two-Year Operating, Mid-year Budget report and Five Year Capital Improvement Programs; which may include preparation of preliminary budget estimates and salary and benefit projections;
- Provides or assists in the supervision of daily office operations, controlling department budget expenditures and providing day-to-day guidance;
- Researches and writes materials which may include, but not be limited to, reports, memos, newsletters, and press releases, as directed;
- May assist the City's Human Resources Division with recruitment, examination, classification, compensation, electronic data management and record retention, , employee relations, and health and welfare benefits administration
- May serve as a member of a Department's Management Team;
- Provides liaison for the department on designated inter-departmental projects or projects involving other agencies, regional task forces, and other committees, as directed;
- Establishes and maintains effective working relationships with employees, outside agencies and the public, as directed;
- Effectively responds to and resolves complaints using conflict resolution skills;
- Leads or participates in the research, development, and implementation of new and revised programs, systems and procedures;
- Assists in developing and implementing departmental and city-wide programs and policies;
  - May represent the Director at meetings, conferences and similar functions and may serve as the Acting Administrative Services Director on an assigned basis.
- Assists the Director in departmental administrative and management responsibilities;
- Utilizes a variety of computer software applications to prepare reports and spreadsheets;
- Performs related tasks, as directed.

## **JOB-RELATED AND ESSENTIAL QUALIFICATIONS**

**Demonstrated knowledge of:** principles and practices of public administration and how public organizations function; budgetary and financial principles; administrative analysis techniques; statistics; personnel principles; pertinent legislation; and correct English usage, including grammar and vocabulary.

**Ability and skills to:** build credibility and establish trust with co-workers and the public, work effectively with staff and public officials; remain open and flexible to varied and changing assignments and working conditions; negotiate successfully in complex situations; perform and coordinate a variety of work projects concurrently while ensuring timeliness, quality, and accuracy; exercise sound, professional judgment; reason logically and think creatively; prepare analyses and recommendations that are easily understood; effectively communicate both orally and in writing and prepare and present clear, concise and logical reports; and use computer software spreadsheet applications; provide varied and responsible and professional support; use initiative and independent judgment within established guidelines; analyze and resolve administrative situations and problems; research, compile and summarize data, organize work, set priorities, meet critical deadlines, and complete assignments with a minimum of direction; use tact and discretion to establish, foster, and maintain cooperative and effective working relationships with those contacted in the course of work, both inside and outside the organization, including public “stakeholder” groups; work in a team atmosphere and participate on a variety of departmental and City-wide committees to enhance the provision of all City services.

## **EDUCATION AND TRAINING**

Bachelor’s Degree, or equivalent, in Public Administration, Public Affairs or Business Administration with an emphasis in public administration/organization and three (3) to five (5) years of experience as a budget manager, management and budget analyst, development analyst or in a closely-related public administration position. Postgraduate coursework or a Master’s Degree in Public Administration desirable.

Experience must include: development, implementation and review of municipal budgets; review and implementation of labor union contracts; and administrative policy development of cost/benefit/risk analysis.

## **SPECIAL REQUIREMENTS**

Speak clearly and understandably; operate standard computer programs. Ability to travel to various locations within and outside the City of San Carlos to meet program needs and fulfill the job responsibilities. When driving on City business, maintenance of a California driver’s license and satisfactory driver’s record is required. Must be able to actively participate in evening meetings.