



SENIOR MANAGEMENT ANALYST			
DEPARTMENT:	DEVELOPMENT SERVICES	CLASSIFICATION:	EXEMPT/ MID-MANAGEMENT
CREATED/ UPDATED:	MARCH 2020	PAY GRADE:	50

JOB SUMMARY

Under direction of the Director of Development Services or designee, provide administrative and analytical duties in support of Development Services and special projects and/or program administration; performs a full range of complex, sensitive, responsible, and varied professional, analytical, financial, systems, statistical, programmatic, management and other administrative analyses duties in providing highly responsible staff support; provides sound, professional recommendations for action and significant assistance in policy, procedure, work methods, and budget development and implementation for the area of assignment analysis; and other duties as assigned.

SUPERVISION EXERCISED/RECEIVED

Receives general direction from the Director of Recreation and Community Services or designee. Exercises supervision over technical, administrative support, part-time staff, and volunteers.

ESSENTIAL DUTIES

Serves as a resource to Department; confer with other departments on initiatives, programs and projects; provide advice regarding strategic planning and ensure consistency with City goals and objectives; assist with the development of alternative solutions, recommendations and implementation.

Plan and manage administrative, organizational, staffing and operational studies, collecting and analyzing data, making recommendations, evaluating alternatives and preparing reports.

Conduct research and analysis on a variety of issues and topics requested by the Director of Development Services; document findings and justify recommendations.

Monitor, review, analyze and track State and Federal legislation; examine its effects on Department; recommend City position to City Council.

Assist in the preparation and review of operating and capital improvement budgets.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Attend various City Council and other governmental meetings; prepare and present agenda items to the City Council.

Maintains contacts with a variety of local and regional offices to ensure a positive and working relationship with other public and private agencies.

Provide economic and statistical analysis; present oral and written reports.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

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

Education:

Graduation from an accredited college or university with a Bachelor's degree in public administration, political science, business administration or a closely related field. A Master's Degree is preferred.

Experience:

A minimum of four years' progressively responsible professional level administrative and management analysis experience in a public agency.

Certifications:

- Possession of a California Class "C" drivers' license.

Knowledge, Skills & Abilities:

Knowledge of:

- Principles and practices of public administration in a local government setting under the Council/Manager plan.
- Operational characteristics, services and activities of assigned program area.
- Municipal government functions specifically related to program area.
- Principles and practices of budget preparation and administration in local government.
- Economic development programs and tools to assist with both expansion and retention of business and industry.
- Advances principles and practices of contract negotiation, preparation and monitoring.
- Principles and applications of critical thinking and analysis.
- Recent developments, research methods, current literature, and sources of information related to assigned programs and service areas.
- Process and structure of City organizations.
- Advanced methods and techniques of data collection, research and report preparation and presentation.
- Advanced principles and practices of program development and administration.
- Principles of business letter writing.
- Federal, state, and local government organizations.
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and explain pertinent City and department policies and procedures.
- Research and analyze a variety of complex technical and administrative problems; make sound policy and procedural recommendations.
- Prepare completed staff work for oral and written communications.
- Work with and control sensitive, confidential information.
- Identify and respond to public and City Council issues and concerns.
- Plan, organize, direct, coordinate, and evaluate significant programs, projects, events, or technical area.
- Oversee and participate in the development and administration of program goals, objectives and procedures.
- Plan, initiate and complete work assignments with minimum direction.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Make oral and written presentations to the City Council and other public agencies and private organizations.
- Collect, evaluate, and interpret varied information and data.
- Research, analyze, and formulate recommendations, work plans, and activities regarding planning, technical, and administrative issues.
- Analyze complex problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Research, negotiate, manage, and monitor complex contracts and agreements.
- Coordinate multiple projects and meet critical deadlines.
- Participate in the preparation and administration of budgets.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.

SPECIAL REQUIREMENTS

- Ability to attend special City events including weekends, evenings and holidays, as required.
- Ability to attend night meetings and work extended hours, as needed and/or required.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

Indoor and outdoor work environment with ability to work a flexible work schedule, depending upon program needs, including working evenings, weekends, holidays and shifting assignments as program needs change. The noise level in the work environment can vary, ranging from quiet to loud. Stand, walk, sit, kneel, stoop and crouch for prolonged periods; reach with hands and arms; talk and hear; use hands to finger, handle, feel or operate objects and tools and operate motorized vehicles and equipment. Occasionally lift and/or move up to 40 pounds. Specific vision requirements of this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

Incumbents required to use vision and/ or hearing to identify and evaluate field emergencies, and to respond physically to these emergencies quickly and appropriately.

Mental Demands:

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; exercise sound judgement in the absence of specific guidelines; establish priorities and work on multiple assignments and projects concurrently, and meet intense and changing guidelines given continual interruptions.