

JOB DESCRIPTION



MANAGEMENT ANALYST TO THE CITY MANAGER'S OFFICE

(Exempt, Management Position)

DEFINITION

Performs complex and confidential administrative and analytical work in support of the City Manager's Office; assists the City Manager on special projects, research, and policy formulation; performs work as assigned by the City Manager. This position exercises independent judgment for duties related to the City Manager's Office and may serve as a liaison to department and division heads, community organizations, and other private and public sector individuals. Work involves responsibility for the application of professional knowledge and skills to effect research, analysis, planning and the implementation of various policies and programs. The successful candidate will have an eye for detail, but understand the big-picture perspective; excels in a fast-paced environment; works both independently and in a team environment; is comfortable managing assignments for multiple supervisors; and can operate in a political environment while remaining apolitical.

DUTIES AND RESPONSIBILITIES:

(These examples are intended only as illustrations of the various types of work performed. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.)

E= Essential Duty; M= Major Portion of Time.

- Provides administrative and analytical support to the City Manager's office; including participating in the development, planning and implementation of City goals, core values, objectives, policies and priorities. (E-M)
- Assists in the development and analysis of City policies, procedures and systems. (E-M)
- Conducts studies and surveys; collects, compiles and analyzes information; develops and evaluates options; prepares and presents recommendations for review by management. (E-M)
- Assists with project development and program implementation for City infrastructure and services.
- Coordinates activities of the City Manager's office with other departments, divisions and outside agencies. (E-M)
- Receives, researches and responds to questions from outside agencies, other departments, the City Council and the general public. (E-M)
- Composes various reports, correspondence, memos, flyers and other documents related to specific program needs.
- Prepare staff reports as assigned for City Council agenda. (E)

QUALIFICATIONS

Knowledge of:

- Principles and practices of public administration in a Council-Manager form of government.
- Budgeting, with ability to read and analyze a variety of budgets and financial reports.
- Principles and practices of public relations and public information, program development and administrations, and public/private negotiations.
- Organization and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Research techniques and methods of report presentation.

- Microsoft Word, Excel, Powerpoint and Publisher.
- Exceptional customer service standards.

Ability To:

- Effectively represent the City with individual citizens, community groups, and other governmental agencies.
- Establish and maintain effective and cooperative working relationships with those contacted in the course of work.
- Communicate and present ideas clearly and concisely with excellent grammar, both orally and in writing.
- Properly interpret and make decisions in accordance with laws, regulations, and policies.
- Evaluate extensive data effectively and objectively, and prepare oral and written reports and recommendations clearly, logically, and concisely.
- Apply critical thinking to analyze administrative issues and situations and develop effective resolutions.
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Exercise integrity, ingenuity, confidentiality and creativity in the performance of assigned tasks
- Organize work, set priorities, meet critical deadlines and follow up on assignments with a minimum of direction.
- Respond to abrupt changes in priorities.
- Work flexible hours when necessary.

Education and Experience:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain these qualifications would be through courses leading to a bachelor's degree from an accredited college or university in business administration, public administration or a related field; and two years of increasingly responsible administration and/or program management experience, preferably in public sector.

Necessary Special Requirement:

Possession of a valid Class C California Driver License.

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