

SENIOR MANAGEMENT ANALYST

DEFINITION

Under administrative direction, provides highly responsible, specialized management assistance by planning and directing comprehensive programs, studies and projects and performs other related work as required.

DISTINGUISHING FEATURES

This is the advanced level class in the Analyst series. Positions allocated to this class exercise a high degree of responsibility for specialized research, analysis and program administration. The emphasis of the work and the specialization required will vary according to duty assignment. Work in the class is distinguished from that of lower classes by the level of responsibility associated with assigned duties and by the degree of specialization required.

EXAMPLES OF DUTIES

1. Manages comprehensive specialized functions, projects and/or studies.
2. Monitors and evaluates impact of specialized federal and state legislation and court rulings; develops or adjusts programs and procedures to ensure compliance.
3. Develops and implements programs, systems, procedures and operating methods; develops and revises policies and procedures.
4. Plans and directs administrative services for a major department or division; recommends and implements improved methods and procedures.
5. Plans and directs major departmental functions, programs or activities involving comprehensive specialized administrative operations; may administer specific program areas.
6. Conducts research and analytical studies on a variety of programs and issues; coordinates and expedites reports and program information from City departments; develops procedures, formulates recommendations and prepares reports and correspondence.
7. Coordinates contract arrangements with other agencies and private parties.
8. Assists Department Head in determining priorities, methods, standards, and work sequences necessary to achieve objectives.
9. Confers with other departments, public officials, consultants and citizens and explains City policies and procedures; makes presentations on assigned projects and programs.
10. Provides staff support to committees or commissions or individuals as assigned.
11. Assists in budget preparation and administration.
12. Administers various staff functions of the department.
13. May supervise, train and evaluate assigned staff.

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited four year college or university with major course work in public or business administration or related field.

Experience: Five years of municipal government administrative experience involving the analysis of comprehensive administrative concerns, development of policies and procedures and supervising an administrative activity, two years of which shall have been in the area of assigned specialization.

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EMPLOYMENT STANDARDS (continuation)

Knowledge

Knowledge of principles of public and business administration including organization, personnel and fiscal management; statistical concepts and methods, and general analytical procedures; principles, practices, functions and trends of assigned area of specialization.

Ability

Ability to effectively manage comprehensive specialized functions, projects and studies; administer major programs; perform both complex and routine administrative work with speed and accuracy; interpret and apply established City policies, procedures and codes; interpret and apply specialized federal and state legislation and court rulings; establish and maintain accurate records; plan, administer and evaluate work programs; interpret and analyze information; draw valid conclusions and project consequences of decisions and recommendations; prepare studies and reports concerning complex matters; set priorities, meet deadlines and make sound decisions; establish and maintain accurate records; maintain level of knowledge required for satisfactory job performance; communicate effectively; establish and maintain effective working relationships with employees and the general public and supervise, train, and evaluate assigned staff.

Other Requirements

Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position.

Selected positions require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.