

## MANAGEMENT ANALYST

### DEFINITION

Under general direction provides management assistance by planning, coordinating and directing operating programs, administrative studies and special projects and performs other related work as required.

### DISTINGUISHING FEATURES

Positions allocated to this class perform responsible administrative and budget research and analyses and provide recommendations. They are expected to perform analytical work requiring knowledge of administrative principles and analytical practices. Work in the class is distinguished from that of higher classes by such factors as limited supervisory responsibility and/or the performance of less complex management tasks. Work in the class is distinguished from that of lower classes in that it involves full responsibility for various staff and project functions.

### EXAMPLES OF DUTIES

1. Plans, organizes and coordinates various projects, programs and services involving diverse administrative operations; may administer or manage specific projects, programs and/or services; recommends and assists in installing improved administrative methods, procedures equipment and facilities.
2. Conducts research and analytical studies on a variety of programs and issues; coordinates and expedites reports and program information from City departments; develops procedures and forms; formulates recommendations and prepares reports and correspondence.
3. Assists in determining financial methods, procedures and costs pertaining to a departmental service or City program; conducts cost benefit analyses and reviews and prepares financial and statistical reports; coordinates contract arrangements with other agencies and private parties.
4. Prepares grant applications and handles the details of grant administration including contracts with federal, state and local agencies.
5. Confers with other departments, public officials, consultants and citizens and explains City policies and procedures; may make presentations on assigned projects and programs.
6. Provides staff support to committees or commissions or individuals as assigned.
7. May assist in budget preparation and administration.
8. May administer various staff functions of the department.
9. 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: Two years of ~~municipal governmental~~ administrative experience involving the analysis of administrative concerns and the development of policies and procedures.

(OVER)

**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.

Ability

Ability to effectively administer assigned programs; perform both complex and routine administrative work with speed and accuracy; interpret and apply established City policies, procedures and codes; 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; write grant proposals; 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.

~~Possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.~~