



## Senior Management Analyst

Department/Division:	Assigned department/division
Reports To:	Assigned director or manager
Provides Direction To:	Not Applicable
Revised:	June 7, 2022

### GENERAL PURPOSE

Under administrative direction, performs responsible professional and technical administrative and analytical duties for an assigned department; conducts specialized and complex studies and analyses for various projects; coordinates programs and activities; may lead personnel within an assigned administrative area; assists management in performing a wide variety of staff functions; writes comprehensive and analytical reports and makes presentations; and performs other duties as assigned.

### DISTINGUISHING CHARACTERISTICS

This is an advanced level classification within the professional analyst series. An individual in this class is expected to perform complex work with a high level of independence, maintain confidentiality where appropriate, and perform work under tight timelines in support of executive or managerial positions for an assigned department.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

Depending upon assignment, duties may include:

1. Analyzes program needs, conducts special studies and research, and prepares reports with recommendations for appropriate action; administers analyses that deal with essentially any issue or subject of concern to the department.
2. Prepares council reports and resolutions, commission reports, procedure manuals, policies, forms, administrative directives, budget requests, and a variety of correspondence as required in the conduct of assigned projects and assignments.
3. Participates in the preparation and administration of the City or department budget by coordinating related activities and compiling, reviewing, and analyzing requests and justifications for actions.

4. Interfaces with other departments and outside agencies in exchanging information and coordinating activities and projects.
5. May participate as a team leader or member of City task forces organized to address problems or issues related to governmental activities or community concerns.
6. Acts as Public Information Officer; conducts media relations, public relations, marketing and informational activities; responds to media and public inquiries and disseminates public information.
7. Coordinates appropriate emergency preparedness activity, and emergency response during crises, emergencies and other critical situations utilizing comprehensive and strategic communication programs and media.
8. Researches and tracks public requests and complaints, responds as appropriate, and keeps affected parties informed as to recommendations and actions taken.
9. Attends City Council, Board and/or commission meetings and makes presentations and responds to questions regarding projects.
10. May supervise the personnel and activities of an assigned administrative area.
11. Develops, conducts, and coordinates training programs and resources for employees, community groups and the general public.
12. Participates in the development and administration of professional services agreements, purchase contracts, or other contracts in consultation with department and City Manager's office.
13. Analyzes current and proposed legislation for impact upon City or departmental operations and procedures; develops options for implementation.
14. Compiles and presents statistical, operational and financial reports.
15. Prepares correspondence for signature on behalf of department.

## **QUALIFICATIONS GUIDELINES**

### **Knowledge of:**

Thorough knowledge of principles of public administration, budget administration, economics, methods and problems of municipal public administration; knowledge of research methodology, including statistical and financial analysis; administrative survey techniques and report preparation; knowledge of City governmental operations; working knowledge of supervision; and knowledge of computer system applications, social media, website management, emergency services and preparedness, evaluation techniques and organizational principles.

**Ability to:**

Plan, coordinate and perform complex surveys; use computer software; collect data, analyze it objectively, present it clearly and concisely, and prepare logical and accurate reports with conclusions and recommendations; work effectively with a variety of community groups and establish and maintain effective working relationships with a wide variety of people; follow directions and policies with minimal supervision; procure equipment and materials and assist in the preparation of reports, manuals and publications; assist in the design and implementation of systems and forms for use in operations; represent the City in interdepartmental, community and professional meetings as required; and coordinate interdepartmental and departmental activities with outside agencies.

**Education/Training/Experience:**

Any combination of education and/or experience that would provide the required knowledge, skills, and abilities necessary for successful job performance is qualifying. A typical way to achieve this is:

A Bachelors degree from an accredited college or university with a major in public administration, business administration, or related fields. A Masters degree is highly desirable. Four years of responsible experience in a major field such as administrative analysis, planning, or budgeting, two years of which shall have been as a Management Analyst.

**Licenses; Certificates; Special Requirements:**

A valid California driver's license issued from the California Department of Motor Vehicles, an acceptable driving record

**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**

Position requires ability to move from one point to another in the course of doing business; ability to sit for up to two hours at a time; and ability to lift up to 15 pounds.

**Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and

interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; work on topics and individuals which require sensitivity and tact; and interact with City staff and other organizations.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet. The employee may be required to work outdoors in varying weather conditions if performing field data collection duties and verifying maps and locations for project development and management.