

## **MANAGEMENT ANALYST**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

Under general administrative supervision, assists on the staff of the City Manager, a department head, or division manager to perform various professional, administrative, analytical functions; undertakes projects; conducts research studies; prepares reports and correspondence; and performs specialized staff and line functions as assigned.

### **CLASS CHARACTERISTICS**

This is a journey-level professional administrative position. Employees in this class perform more responsible duties and receive less supervision than administrative training positions and may be assigned supervisory duties. These positions may be rotated to different departments. Positions assigned to the City Manager's Office are unclassified.

**EXAMPLES OF DUTIES** - *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Prepares extensive administrative analyses, studies and research projects regarding City and departmental practices, procedures and operations; performs complex organizational and budget studies; assists in designing, coordinating and implementing projects and programs as assigned; prepares reports, both analytical and statistical; makes recommendations, including methods for implementation on a broad range of assigned subject matter areas; assists various operating departments on specialized administrative problems including staffing requirements and equipment usage levels; may assume supervisory responsibility over office staff; and performs related work as required.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

- Organization and operation of municipal government;
- Applicable civil, government and administrative codes;
- Budget preparation and analysis and management audit techniques;
- Public sector employee relations theory, practice and issues;
- Principles and practices of supervision;
- Methods of research and analysis;
- Principles and practices of public sector contract administration; and
- Principles and practices of customer service.

**Ability to:**

- Exercise sound judgment and common sense;
- Research and analyze problems and prepare recommendations on a variety of issues;
- Prepare clear, concise oral and written reports, both narrative and statistical;
- Establish and maintain effective working relationships;
- Effectively supervise the work of others;
- Communicate effectively orally and in writing;
- Use computer terminals and systems to enter and retrieve data; and
- Demonstrate an awareness and appreciation of the cultural diversity of the community.

**Experience and Training**

**Experience:** A minimum of three years of progressively responsible administrative, budgetary or analytical experience. Experience in administering programs in a governmental jurisdiction is highly desirable.

**Training:** Graduation from an accredited college or university with a Bachelor's degree in public administration, economics, business administration or a related discipline. Master's degree is highly desirable.

**License or Certificates:** Possession of, or ability to obtain, an appropriate, valid driver's license.

**WORKING CONDITIONS**

**Environmental Conditions:** Office environment; exposure to computer screens

**Physical Conditions:** Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time.