

SENIOR 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 direction, performs complex, sensitive and difficult departmental and City-wide administrative, analytical and support work; performs responsible technical research work in management areas; assists in analysis and solution of departmental and City-wide problems; and does related work as required.

CLASS CHARACTERISTICS

This is a professional administrative position of considerable knowledge and competence, performing staff administrative tasks in a specific operating department. Employees in this class, under general direction, are responsible for performance of technical research work assigned by the department head and are usually 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 analytical and statistical studies and research projects; conducts and coordinates special studies or projects pertaining to organization development, work method, finances and other organizational issues; identifies and evaluates opportunities to improve the efficiency and effectiveness of selected programs and operations; performs a variety of highly responsible and sensitive administrative staff duties; formulates recommendations and implementation plans for solutions to administrative, management and operational problems and issues; makes written and oral reports and presentations to management; may confer with departmental and other officials on administrative problems and participates in the development of long-range plans and programs; may assist in budget preparation, review and administration; assumes supervisory responsibility over office staff; and performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles of management organization and administrative analysis;
- Principles, practices and methods used in the organization and operation of municipal government;

- Advanced principles and procedures of research, statistics, planning, design, methodology and analysis;
- Applicable civil, government and administrative codes;
- Budget preparation and analysis and management audit techniques;
- Public sector employee relations theory, practices and issues;
- Principles and practices of supervision;
- Principles and practices of public sector contract administration; and
- Principles and practices of customer service.

Ability to:

- Gather, interpret and analyze data to a superior degree;
- Exercise sound judgment and common sense;
- Plan and organize work with a high degree of independence of action;
- Conduct research and prepare complete and accurate analysis, reports and recommendations on a variety of issues;
- Prepare clear and concise oral and written reports, both narrative and statistical;
- Establish and maintain effective working relationships with all levels of City staff, other governmental agencies and the general public;
- Plan and supervise the work of others;
- Utilize computer systems to enter and retrieve data;
- Read, understand, interpret and apply laws, policies, rules, contracts, guidelines and professional practices;
- Demonstrate an awareness and appreciation of the diversity of the community; and
- Speak clearly and effectively before individuals and groups.

Experience and Training

Experience: A minimum of five years of increasingly responsible professional and administrative/analytical work equivalent to the level of Management Analyst.

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.