



Date Adopted: 11/8/ 2000  
Date Revised: 10/20/2015

**Title: Senior Management Analyst**

**FLSA: Exempt**

**General Purpose:**

Under administrative direction performs highly responsible, specialized management in a variety of program areas. To manage, coordinate and oversee assigned programs including the development and implementation of program policies and procedures, the development and administration of program budgets, the negotiation and administration of contracts, the preparation of grant proposals, and the preparation of analytical studies of administrative and operational issues; demonstrates a full understanding of all applicable policies, procedures, laws and work methods associated with assigned duties; trains and supervises administrative and support positions as applicable. Act as the City's representative to internal and external community advisory bodies involved with assigned program areas.

**Distinguishing Characteristics:**

This is the advanced journey level class of the Management Analyst series and is distinguished from the Management Analyst II by the performance of more varied and complex assignments including management of significant programs or department services as assigned. Incumbents are expected to independently perform the full scope of assigned analytical duties. Positions assigned to this classification may assume lead responsibilities within a work unit including assigning and monitoring the work of assigned staff. As a generalist position, incumbents may be assigned to a variety of departmental settings to conduct special projects and to expand their base of experience. Special assignments and projects requiring independence in judgment and advanced technical, research capabilities and complex financial functions are likewise assigned to positions at this level.

**Supervision Received/Exercised**

Receives direction from the City Manager, Department Head or their designee. May exercise direct and/or technical supervision over staff.

**Essential Duties and Responsibilities:**

Plans and directs major departmental functions, programs or activities involving comprehensive specialized administrative operations; may administer specific program areas. Provides staff support to departmental management; facilitates and coordinates interdepartmental projects; provides analytical support for financial, operational and organizational issues; coordinates or manages assigned special projects.

Assumes operational authority of areas of assigned responsibility including administrative operations; trains and supervises assigned support staff; maintains financial and administrative processes and records; develops policy and procedural recommendations; develops, implements and monitors assigned budgets; monitors contracts; and performs customer service functions.

Conducts studies or organizational, administrative and operational issues; reviews and analyze processes, procedures and work methods; analyzes legislation; develops funding proposals; policy alternatives and strategies; prepares and presents reports and recommendations; demonstrates an understanding of applicable policies, procedures and work methods of areas of assigned responsibility.

Evaluates Departmental activities and work programs, workload indications, budget trends and related elements and recommends appropriate actions with respect to the budget of areas of assigned responsibility.

Monitors expenditure requests during the fiscal year for compliance with the adopted budget.

Assists Department Heads in determining priorities, methods, standards and work sequences necessary to achieve objectives.

Establishes positive working relationships with representatives of community organizations, State/local agencies and associations, City management, City staff and the public.

Performs other related duties as required.

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 class.

### **Minimum Qualifications:**

#### **Knowledge of:**

Principles, practices and methods of administrative and organizational analysis; public administration policies and procedures.

Principles and practices of supervision, training, management consultations and program analysis.

Principles and practices of budget development, implementation and analysis.

Applicable Federal, State and local laws, rules and regulations to assigned programs.

Financial forecasting, report preparation, research methods, statistical concepts and methods.

Modern office practices, procedures, methods and equipment.

Customer service skills.

#### **Ability To:**

Analyze administrative, operational and organizational problems, evaluate alternative and reach sound conclusions.

Consult effectively with management and staff.

Administer major program budget including the preparation of complex financial reports and analyses.

Administer judicial proceedings as required by assignment.

Learn, interpret, and analyze Federal State, and local laws, rules and regulations pertaining to local governmental operations and program areas of responsibility.

Analyze and monitor the fiscal impacts and fiscal conditions of Development Agreements as applicable to assigned areas of responsibility.

Utilize computerized spreadsheets and a variety of office software applications.

Analyze and interpret complex financial problems and develop appropriate alternative solutions.

Negotiate and administer contracts.

Conceive and effectively propose or suggest solutions to budgetary needs and problems.

Communicate clearly and effectively, both orally and in writing.

Interpret appropriate rules, regulations, contracts, laws and ordinances.

Deal effectively with City staff and representatives of various public and private agencies.

Maintain confidential information.

Establish and maintain accurate records.

Operate modern office equipment including a computer and applicable software programs.

Work a flexible schedule including evening and weekend hours.

**Physical Standards:**

The physical standards described 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.

An employee is regularly required to sit for long periods of time; intermittently stand, walk, bend, and twist to reach equipment around desk; perform simple grasping and fine manipulation; use telephone, hand writing and use of keyboard to communicate; operate a calculator; see small text and numbers; intermittently move equipment weighing 50 pounds or less.

Read and interpret complex data, information and documents; analyze and solve problems; interact with City management, other governmental officials, contractors, vendors, employees and the public.

**Education, Experience, and Training:**

Any combination of education and experience equivalent to the following is 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 a degree in public or business administration, political science, finance, or a closely related field is required. Possession of an advanced business or public administration degree is desirable.

**Experience:** Four years of progressive experience in municipal government; preferably administrative experience involving the analysis of comprehensive administrative concerns, development of policies and procedures and supervising an administrative activity including budget preparation responsibilities.

**Training:** Any recent training, such as academic courses and certification programs, which are relevant to this job classification.

**Licenses, Certificates, Special Requirements:**

Possession of a valid California Class C Drivers' License and Certificate of Automobile Insurance for Personal Liability.