

## **CITY OF EMERYVILLE/MESA**

**Created:** March 2016  
**TITLE:** CITY MANAGER ANALYST  
**FLSA:** EXEMPT  
**Class Code:** 1415

### **CITY MANAGER ANALYST**

#### **DEFINITION**

Under direction, performs a variety of analytical and professional administrative tasks involved with the management support of a wide range of municipal programs, operations, services, and policies; coordinates activities of the Office of the City Manager with other departments and outside agencies; provides liaison with the City Council, City boards and commissions, department heads, community organizations, and other public and private sector individuals; provides assistance to the City Manager in conducting the managerial and administrative functions necessary to the operation of the City; and performs related work as required.

#### **CLASS CHARACTERISTICS**

This is a journey-level class in which incumbents perform a variety of analytical and professional administrative duties in support of the Office of the City Manager. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Receives direction from the City Manager and may exercise indirect supervision over assigned staff.

#### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Manages special projects and initiatives of the City Manager to ensure their timely and successful implementation.
- Organizes and manages the execution of organizational initiatives on behalf of the City Manager.
- Researches, prepares, analyzes, and may present reports to the City Council and various committees and citizen groups at the request of the City Manager.
- Assists with the preparation, analysis and administration of the department budget
- Conducts organizational, administrative, fiscal, and personnel-related surveys and studies; performs statistical analysis on administrative, fiscal, personnel, and/or operations problems.
- Performs professional analytical and technical work in the development and management of grants and contracts.
- Complies and analyzes data and makes recommendations on the formulation of policy and procedures.
- Reviews and analyzes policies and procedures to determine efficiency and effectiveness, both financially and operationally; recommends modification to existing policies and procedures.

- Coordinates activities of the City Manager's office with City departments, with outside agencies, and with citizen groups; represents the City in the community, at meetings, and at conferences.
- Performs other duties as assigned.

### **QUALIFICATIONS**

**Knowledge of:** principles and practices of operational and organizational analysis; organization, functions, policies, and administrative procedures of local government; research techniques, statistical methods, and report writing; applicable Federal, state and local laws and regulations; principles and practices of public sector budgeting and finance; principles of community and public relations; statistics and quantitative analytical techniques; modern office practices, methods, and equipment; English usage, grammar, spelling, vocabulary, and punctuation; and techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

**Ability to:** interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, codes, policies, and procedures related to assigned functional area; gather pertinent facts, make thorough analyses and arrive at sound conclusions, as well as interpret findings; analyze situations accurately and develop effective courses of action; prepare and present a variety of professional, concise reports for oral and written presentations; compose correspondence and reports independently or from brief instructions; effectively administer assigned programmatic responsibilities; execute a directive and accomplish an appropriate outcome without detailed instruction; understand and follow oral and written instructions; manage complex and competing priorities and needs; operate modern office equipment, including computer equipment and specialized software applications programs; use English effectively to communicate in person, over the telephone, and in writing; use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines; work under pressure of deadlines; and establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from an accredited four year college or university with major course work in Business or Public Administration, Public Policy or a closely related field and three years of increasingly responsible general administrative and management experience. Public sector experience highly desirable.

**Licenses and Certifications:** Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas

may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.