

CITY OF EMERYVILLE

Created: August 2000
Revised: January 2005
TITLE: MANAGEMENT ANALYST
FLSA: EXEMPT
Job Code: 1800

DEFINITION:

Under general direction, supervises or provides highly analytical, budgetary, facilities and/or fiscal administration which are critical and sensitive to the effective operation of the City. Functional responsibilities have City-wide impact, and require the development of policies, procedures, budget and/or grant development and implementation; some positions may require the management of office, technical, professional staff, as well as contractors and other service providers to the City; performs related duties as required.

DISTINGUISHING CHARACTERISTICS:

This classification provides complex and broad-based program and project management and support of the City's financial and facilities infrastructure, as designated by executive management staff. Projects may include loss prevention/personnel matters, operations support, policy and procedure development, budget and grants administration, facilities management, or other areas specific to the Administrative departments and Public Works. The classification is distinguished from Administrative Analyst by the supervisory responsibilities, broad consequence of action, scope of duties, authority to independently act on behalf of the City, and the complexity of work.

DUTIES AND RESPONSIBILITIES: The duties and responsibilities listed below are illustrative only and are not meant to be a full and exhaustive listing of all of the duties and responsibilities of the classification.

Serves as assistant to a Department Head by providing management and administration in the interpretation of legislation and programs; establishes department policies and procedures; procures equipment and supplies; and other departmental services;

Prepares and monitors contracts for service; selects or requests bids from contractors or consultants; negotiates compensation for services provided;

Assists in the development of the annual budget and work programs for assigned department, including analyzing current and historical trends, determining variances and improving cost effectiveness; seeks alternative funding for City programs and develops grant proposals;

Monitors State, Federal and local legislation affecting City programs; ensures that City programs are in compliance with applicable statutes and regulations;

Coordinates activities with those of other City departments depending upon the nature of the project to which assigned;

MANAGEMENT ANALYST

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Assesses organizational compliance with governmental compliance requirements; develops and implements measures to gain compliance;

Prepares financial, statistical and other reports; develops operations manuals and publications as required;

Confers with representatives of governmental agencies, community groups, boards and commissions, vendors and others, as required by assigned programs;

Develops or recommends acquisition of computer applications to assist with analytical studies and project monitoring;

Directs the work of support and professional staff on a project, program or day-to-day basis; develops divisional, project and/or program goals and objectives;

Develops manual and/or automated tracking systems for assigned activities, programs and projects;

Represents the City at a variety of meetings including legal, Joint Powers Agency, with other City representatives and government officials;

Coordinates and delivers necessary training in assigned areas of responsibility; trains staff including represented, unrepresented and management in required policies and procedures;

Compiles and analyzes data and makes recommendations; reviews staffing and organizational changes;

Coordinates staff assignments and contractor/consultant services provided to the City, monitors contracts and consultants for compliance; makes application for reimbursements of funds;

May manage department fiscal operations including payroll, accounts payable and receivable, purchase orders; reviews and develops fiscal policies, procedures and handling of funds;

Makes presentations before commissions, committees, City Council and other bodies, as necessary;

Maintains a high degree of knowledge on subject matters impacting assigned program and project areas; monitors legislation impacting City programs; makes recommendations regarding City legislative position; actively participates in the legislative process as an advocate for the City.

QUALIFICATIONS:

Knowledge of budget and financial planning systems management and administration; principles, practices and methods of management supervision, and training and development; techniques of performing administrative, budgetary, operational and organizational analysis; principles and practices of project management; principles and practices of procurement and contracts administration; personal computers and related software; principles, practices, trends and operation of municipal organizations; applicable local, state, and federal laws and regulations and the legislative process; legal issues and requirements of program areas assigned; effective interpersonal relations; effective methods of communication both verbal and written; correct English usage including spelling punctuation and

grammar; business mathematics including statistics; business writing formats; research methods and techniques; department rules and regulations and operational guidelines; modern office practices; applicable state, federal and local laws and regulations.

Ability to establish, evaluate, implement and monitor policies, practices and procedures; develop complex financial documents and reports; negotiate and administer a variety of contracts; perform complex analytical, legislative and programmatic analysis; evaluate trends and make recommendations regarding appropriate adjustments to policies programs etc.; organize own work; coordinate multiple projects and meet critical deadlines; prepare clear, concise correspondence and other written materials; plan and direct the work of others on a project or day to day basis; utilize automated systems and processes in assigned areas of responsibility; establish and maintain effective working relations with those contacted in the course of work; represent the Department effectively in meetings with groups and individuals; communicate effectively and persuasively verbally and in writing; maintain confidentiality of information; train new and/or temporary staff; perform related duties as required.

EDUCATION/EXPERIENCE:

Any combination of education and experience that would likely produce the required knowledge and abilities is qualifying. A typical way to qualify is:

Equivalent to graduation from an accredited four year college or university with major course work in Public Administration, Public Policy or a closely related field and four years of increasingly responsible experience performing project management, contract administration or directly related work.

Special Requirements:

Eye sight sufficient to read data, memos, spread sheets, vouchers, computer screens; manual dexterity to operate a personal computer, typewriter or word processor; ability to sit for extended periods, lift and carry objects weighing up to 20 pounds, work occasional long hours.

A valid California driver's license with a satisfactory driving record.