



Senior Management Analyst

Department/Division:	Various
Reports To:	Assigned department director or manager
Provides Direction To:	May provide technical direction to administrative and support personnel
Exemption Status:	Exempt
Date Prepared:	January 27, 2007

GENERAL PURPOSE

Under administrative direction, administers complex professional studies and analyses involving administrative practices, capital budgets, financial expenditures and staffing levels, operational practices, information systems, legislative analysis, and related factors on a departmental and City-wide basis; creates and recommends new policies, programs, and practices; may plan, lay out, supervise, and evaluate the work of administrative and technical support staff; and performs other related duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. 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 the class.

1. Plans, organizes, and conducts complex and sensitive administrative or management studies.
2. Determines appropriate analytical methods given study purpose and issues; researches and isolates relevant data for analyses.
3. Analyzes alternatives and makes recommendations regarding such areas as budgets, capital projects, staffing, facilities, equipment use, costs, productivity, and customer service; writes or modifies policies and procedures.
4. Discusses program findings and alternatives with management staff and prepares reports containing study background, findings, and conclusions.
5. Plans and evaluates Citywide or departmental programs, goals, and services, and the attainment of established objectives.
6. Leads or participates in the development and administration of departmental or City budgets, including researching practices, technical specifications, and requirements and determining appropriate funding and expenditure levels.

ESSENTIAL FUNCTIONS (continued)

7. Administers and evaluates complex contracts, professional service agreements, and related documentation; analyzes and reconciles financial data; evaluates inter-agency agreements or partnerships in cooperation with legal counsel and management personnel.
8. Administers assigned programs and services, depending upon departmental assignment; coordinates programs and activities with other departments; confers with other agencies, groups, vendors and the general public; represents City in meetings with other agencies, associations, and professional bodies.
9. Conducts legislative analyses and recommends City's advocacy position on particular issues, in consultation with management.
10. Writes technical reports, articles, correspondence, and prepares supporting recommendations and exhibits, including charts, graphs, maps, and technical resources.
11. Designs, organizes, and conducts special studies and surveys and composes a broad range of reports, correspondence, proposals, and other materials.
12. Participates in the design and implementation of information systems and processes to support major departmental and organizational needs.
13. Provides technical direction to assigned professional, technical, and administrative support staff.

QUALIFICATIONS GUIDELINES

Knowledge of:

Advanced principles, practices and methods of administrative and organizational analysis; public administration policies and procedures; business computer applications, particularly as related to statistical analysis and data management; financial, legislative, statistical, and comparative analysis methods; capital projects and budget development and administration methodologies; project management practices; program evaluation methods; contract administration practices; leadership techniques; effective business communications and proper English usage, including spelling, grammar and punctuation; report presentation techniques.

Ability to:

Analyze complex administrative, operational and organizational problems, evaluate alternatives and reach sound conclusions; collect, evaluate and interpret varied data, either in statistical or narrative form; interpret and apply laws, regulations, policies and procedures; prepare clear and concise reports, and other written materials; maintain accurate records and files; coordinate multiple projects and meet critical deadlines; exercise sound judgment within established guidelines; communicate clearly, concisely and effectively, orally and in writing; use tact, discretion and sensitivity in dealing with sensitive situations; establish and maintain effective working relationships with elected and appointed City officials and boards, other public agencies, employees, citizen groups, and the public; utilize word processing, spreadsheet, database, and related software applications programs.

Education/Training/Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a Bachelor's degree in business administration, public administration, or a closely related field; and four years of professional and varied analytical experience; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid Class C California driver's license and the ability to maintain insurability under the City's Vehicle Insurance Policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here 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.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is required to frequently sit and occasionally walk and stand to access work areas and files; stoop, kneel, or crouch to access or place records or files; lift and carry records and documents, typically weighing less than 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee must be able to use written and oral communication skills; read and interpret data, information and documents; interpret policies and procedures; use math and mathematical reasoning; learn and apply new information or new skills; work under deadlines with constant interruptions; and interact with City staff, other organizations and the public; and interact with developers, contractors, staff, department managers, and the general public.

WORK ENVIRONMENT

The employee typically works in office conditions; the noise level is frequently quiet or moderately quiet. Occasional driving is required to attend meetings at various City facilities, professional and public meetings, and special events.