



## **CITY OF RANCHO SANTA MARGARITA JOB DESCRIPTION**

### **MANAGEMENT ANALYST**

#### **DEFINITION**

Under general direction, performs complex and varied technical and professional administrative and analytical duties in support of a broad range of Departmental operations. Incumbents are responsible for administering assigned programs and implementing new programs or services; perform a variety of special projects, research, legislative, and budgetary analysis. The Management Analyst provides information and assistance to City Council, Commissions, City Manager, staff and the public regarding assigned programs and services; and performing related duties as assigned.

#### **DISTINGUISHING CHARACTERISTICS**

This classification reports to an assigned Department Head/Division Manager and may receive direction from the City Manager. The Management Analyst possesses a high level of specialized, technical and functional expertise in their assigned program area and will receive instructions and assistance as new or unusual situations arise and are aware of the operating procedures and policies of the assigned program or Department. Incumbents are expected to provide completed staff work on assigned projects, with reports and recommendations taking into consideration the range of management, legislative, financial, and budgetary issues. The Management Analyst is responsible for assembling, analyzing and interpreting data and preparing a variety of correspondence and reports on varied and complex issues. This classification is distinguished from the Senior Management Analyst by the performance of less complex tasks and duties and the absence of lead responsibility for assigned program areas.

#### **ESSENTIAL DUTIES**

The following functions are typical for this classification. Incumbents may not perform all of the listed functions and/or may be required to perform additional or different functions consistent with business needs and position qualifications.

- Perform a variety of professional level research, administrative, operational and analytical duties in support of assigned programs, duties and functions.
- Collect, compile and analyze complex information from various sources on a specialized topics related to City or Department programs and operations. Research, write, implement and maintain City and/or Department policies and regulations.

- Conduct surveys, perform research, analyze and interpret data, identify alternatives make and justify recommendations on assigned programs, services or issues.
- Prepare and/or maintain comprehensive technical, informational and analytical reports and other correspondence pertaining to assigned areas of responsibility; develop charts, maps, graphs, spreadsheets, flyers, brochures and presentations.
- Administer and/or implement one or more Department/Division programs or services. May serve as project manager for assigned projects.
- Participate in the preparation and dissemination of assigned budget(s); maintain appropriate budgetary controls; monitor expenditures; prepare various financial reports; prepare purchase requisitions, check requests and related paperwork.
- Collaborate with other Departments/Divisions and outside agencies; represent the City in a professional manner as liaison with public and private organizations, community groups and media companies. May present information to City Council, City Commissions, other government agencies and community groups.
- Ensure City compliance with Federal, State and local rules, regulations and ordinances of assigned programs and services.
- Research, write, design and edit various reports, correspondence, flyers, brochures and information using a variety of formats including print, electronic, audio and video.
- Prepare written and graphic material for the City's website; review, revise and update assigned web pages, create new material and assist in providing oversight of consistency of City information.
- Prepare or coordinate the preparation of grant applications and implement grants when received.
- Assist with contract management responsibilities including drafting Requests for Proposals (RFP's), participate in consultant selection process and monitor agreements and contracts for compliance with City terms and conditions.
- Monitor and analyze proposed legislation. Prepare reports concerning impacts on City operations or assigned program areas.
- Provide consultation and advice on assigned programs or services.

- Maintain records and files on assigned programs or services.
- Perform related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

Principles and practices of public administration.

Knowledge of the basic functions and organization of City government.

Organization and management practices as applied to the analysis, evaluation, development and implementation of programs, policies and procedures in a municipal setting.

Research methods and statistical analysis.

Principals and procedures of recordkeeping.

Principles, methods and practices of municipal budgeting.

Federal, State, and local laws, rules, regulations and codes of assigned program area(s).

Operations, rules, regulations, services, procedures and activities of assigned program areas.

Principals of business letter and report writing; proper English language usage, spelling and grammar.

Legislative process and practices.

Methods and techniques of data collection.

Contract management.

Standard business software including work processing, spreadsheets and database, and specialized software necessary for Department and program operations.

Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and City staff.

**Ability to:**

Perform responsible and difficult administrative and analytical work involving the use of independent judgment and personal initiative.

Understand the organization and operation of the assigned department and of outside agencies as necessary to successfully complete assigned responsibilities.

Interpret, explain and apply Federal, State and local rules, regulation, policies and procedures.

Research, create and implement programs and services within assigned Department/Division.

Evaluate situations, identify problems and trends, project consequences of actions, and implement recommendations in support of goals.

Plan, organize and prioritize projects and tasks in order to meet strict deadlines and adjust to changing priorities.

Prepare complete, clear and concise correspondence, technical and informational reports on a variety of specialized issues and program areas.

Conduct unbiased research on a wide variety of administrative topics.

Research, analyze and evaluate programs, policies, and procedures.

Maintain confidentiality of sensitive information within assigned program area.

Work independently under general supervision.

Communicate clearly and concisely, both orally and in writing.

Understand and carry out oral and written instructions.

Professionally represent the City and assigned Department/Division in meetings with other government agencies, community groups, media companies and other employees.

Establish and maintain effective working relationships with those contacted in the course of work.

Operate a computer using word processing, spreadsheet and presentation software such as Microsoft Word, Excel, Outlook and Power Point, or other specialized software as assigned.

Organize and maintain office and specialized files in accordance with established guidelines.

Attend night and/or weekend meetings, events or activities outside normal business hours.

Travel to various sites and operate a motor vehicle safely.

**Training and Experience:**

A combination of education, experience and training that provides the required knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include:

A Bachelor's degree from an accredited college or university in public or business administration, or a related field and three years of responsible administrative and analytical experience in areas such as administrative or program analysis and administration, budget administration, contract administration.

A Master's Degree is desirable.

**Licenses:**

Possession of or ability to obtain and maintain, a valid California Driver's License.

**Physical Standards and Working Conditions:**

***Physical and Sensory Elements:*** The sensory demands of the job typically require speaking, hearing, touching and seeing. 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, typewriter 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. Positions in this classification occasionally lift and carry reports and records that typically weigh less than 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 be required to travel to other locations and attend meetings. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing policies and procedures.

**Tools and Equipment:**

Personal computer, including word processing, spreadsheet, electronic calendar, presentation, records management and other specialized software programs; telephone, fax, copier, postage machine and other modern office equipment as necessary.

**SELECTION GUIDELINES**

A formal City application, including education and experience and references shall be required. Those applicants possessing the most desirable qualifications will be invited to participate in testing to include, but not limited to, written and oral examinations. Successful completion of a background review, including fingerprinting, may be required. Selected candidate will be required to provide written identification showing entitlement to legal residence in the United States.

The duties listed above 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 position.

*Note: All employees of the City of Rancho Santa Margarita are designated to be "Disaster Service Workers." In the event of a declared emergency or any undeclared emergency or natural disaster that threatens the life, health and/or safety of the public, employees may be assigned to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from the employee's normal work assignments and may continue through the recovery phase of the emergency. (Per City Ordinance 03-04)*

**FLSA Status:** **Non Exempt**

**Classification Status:** This is an "At Will" classification and not included in "Competitive Service" as defined in Section 2.04.040 of the Rancho Santa Margarita Municipal Code. Employment can be terminated with or without cause or notice at any time by either City or employee.

**Approval Date:** **August 19, 2014**