

PRINCIPAL MANAGEMENT ANALYST (AM)ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Under administrative direction, plans, manages and supervises the development and operation of systems for budgeting, accounting, payroll, personnel and/or other administrative functions. Confers with executive and middle management staff to advise and assist with development of departmental and/or City-wide policies, procedures and initiatives. Supervises and performs the collection and analysis of data pertaining to City and/or departmental organization, types and levels of services, staffing and workload and makes recommendations regarding organizational structure, use of resources and the development of new programs. Prepares complex and comprehensive reports analyzing alternatives and recommending a course of action. Presents findings before interdepartmental and/or community meetings or before City officials. Develops and implements new systems and processes, including management information systems, that support City-wide objectives; develops standards, monitors and evaluates program/system performance in relationship to goals and objectives. Administers contracts for services; monitors contractor compliance and quality assurance. Establishes employee performance standards and supervises, trains and evaluates assigned staff. Actively promotes and implements principles of Total Quality Service in all operations. Provides information on policies and procedures to City staff and members of the public. Performs other related functions as required.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

Successful performers are highly analytical, have a thorough understanding of administrative systems, and readily recognize the systems impact of procedural or policy changes. These effective team leaders will assume responsibility for a broad range of assignments and recognize the importance of mentoring and developing staff. They are effective communicators who demonstrate a strong customer service orientation and commitment to total quality service.

REQUIREMENTS

Completion of the probationary work test period in a supervisory professional classification with the City of Santa Ana. Five years of progressively responsible professional governmental administrative staff experience including one year supervising technical and professional staff and graduation from and accredited college or university with a Bachelors' Degree (Master degree preferred) in Public Administration, Business Administration, or closely related field, or any equivalent combination of experience and training. that provides the following:

Thorough knowledge of: principles and practices of public administration, organization, management and supervision; municipal finance, budgeting and accounting; advanced research methods, procedures and techniques; Federal, State and local laws rules and regulations applicable to local government; management information systems and current computer applications; principles and methods of Total Quality Services.

Ability to: analyze a variety of complex administrative and organizational problems, make sound policy and procedural recommendations and implement solutions; manage activities in assigned areas; supervise employees; correctly interpret and make decisions in accordance with laws, regulations and policies; prepare and present clear and effective communications and reports verbally and in writing; establish and maintain effective working relations with other employees, City officials and the public in a culturally diverse community.

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