

SENIOR MANAGEMENT ANALYST (UC)DEFINITION

Under general direction, performs responsible and professional staff work to ensure efficient and effective internal operations of administrative and management systems in a large division or department.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Performs complex studies, research, and analysis relative to programs and their financial support; conducts studies of operations, service and program activities including workflow, organizational structure, operating procedures, and staffing patterns; writes reports and recommendations for appropriate action based on the analysis of collected data. Prepares and monitors department budget; monitors revenues and expenditures on an ongoing basis; makes revenue projections; performs cost-benefit analyses; acts as liaison between the division or department and Finance. Researches revenue enhancement options and makes recommendations. Prepares grant applications and monitors/administers grant-funded programs and contracts. Assists with management and supervision of special departmental projects, programs and core functions, such as records management. Coordinates and facilitates personnel related activities such as selection, training, promotion and separation of employees. Develops and revises written procedures to clarify, describe or create department standards and policies; reviews present and pending legislation related to departmental activities and determines effects on departmental operations. Actively promotes and implements Total Quality Service programs. Attends and participates in meetings at various locations; makes presentations to city staff and the public. Implements the utilization of information systems to improve productivity. Supervises assigned staff. Performs other related functions as required.

DISTINGUISHING FEATURES OF THE CLASS

This is the advanced journey level class in the Management Analyst series. This class is distinguished from the journey level class of Management Analyst by the difficulty, complexity and scope of work performed, and by its supervisory and/or program management responsibilities.

RECOMMENDED MINIMUM QUALIFICATIONS

Three years of increasingly complex and responsible governmental administrative staff experience and education or experience equivalent to graduation from a four year college or university with specialization in political science, public or business administration or closely related field; supervisory and/or program/project management experience; or any equivalent combination of education, training and experience which provides the following knowledge and abilities.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of: principles and practices of public administration and governmental organization; the relationship between municipal government and other levels of government.

Good knowledge of: municipal government operations; budgetary and financial processes and controls; personnel procedures; research techniques, methods and procedures; project/program management; principles and practices of supervision; Total Quality Service principles and practices; current computer applications in municipal government operations, including Word, Excel, Access and other standard business software applications, to effectively produce reports, databases and other documents.

Ability to: assemble, organize, analyze, interpret and draw sound conclusions from factual information; prepare and administer grants and contracts; present research findings and ideas concisely and effectively both orally and in writing; effectively manage and implement projects, programs, and other departmental functions; supervise assigned staff; exercise resourcefulness in meeting and resolving problems; establish and maintain effective working relationships with city employees, contacts in other agencies and members of the public in a culturally-diverse community.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

The successful Senior Management Analyst is a detail-oriented, analytical problem solver who demonstrates excellent judgement, can be relied upon to work independently, and is skilled as a supervisor and/or in program management. This individual possesses strong interpersonal skills and is dedicated to the principles of Total Quality Service.

Class title established per Council Resolution No. 88-38,
effective 7-1-88

Revised: March 2000
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