

CITY OF SOLANA BEACH

SR. MANAGEMENT ANALYST (ASSISTANT TO THE CITY MANAGER)

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under general direction, to manage, supervise and coordinate the activities and operations of assigned specialized program areas with City-wide impact; to coordinate assigned activities with other programs, divisions, departments and outside agencies; to perform a wide variety of responsible, professional-level research, administrative and analytical support duties of above average difficulty including in the areas of administrative research, grant administration, management audit and analysis, project analysis and monitoring, contract administration, and general administrative functions; and to supervise assigned staff and ensure work quality and adherence to established policies and procedures, and to perform highly responsible and complex professional administrative work while assisting the City Manager in planning and organizing the overall administration activities and operations of the City; exercise supervision over technical and clerical staff.

CLASS CHARACTERISTICS

This is a single incumbent position serving as a member of the Mid-Management group. The Sr. Management Analyst/Assistant to the City Manager acts with a high degree of independence of action and decision-making ability in the assigned area of responsibility. Direction received consists of the assignment of the responsibility to attain objectives according to policy guidelines. The incumbent is expected to develop methods and procedures and solve problems encountered. Except where a significant deviation in policy is involved or area of assignment is controversial, most work is not reviewed directly by the City Manager and when work is reviewed, the review is directed toward final outcomes and results. The Sr. Management Analyst/Assistant to the City Manager is an unclassified, FLSA exempt position.

ESSENTIAL JOB FUNCTIONS

The following duties are typical for positions in this classification. Incumbents may not perform all listed job functions, nor are all listed duties necessarily performed by everyone in this class depending upon business need and changing business practices:

1. Assume management responsibility for services and activities of assigned specialized program areas with City-wide impact; coordinate assigned activities with other programs, divisions, departments and outside agencies.
2. Assist City Manager and Deputy City Manager in the development and implementation of departmental and citywide goals, objectives, and priorities for assigned programs; recommend, implement, and administer policies and procedures.

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3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Plan, direct, coordinate and review the work plan for assigned staff; assign work activities and projects; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
5. Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
6. Assist Department Directors, Deputy City Manager and City Manager in the preparation, coordination, review and presentation of the annual operating and capital improvement budget and with various budget control activities.
7. Attend City Council and other public meetings to assist or represent the City Manager or Deputy City Manager; prepare and present City Council staff reports for assigned programs and/or projects.
8. Serve as liaison to and representative of assigned programmatic areas with other programs, divisions, departments and outside agencies and organizations; represent areas of responsibility to various interagency, regional and state boards and commissions; negotiate and resolve sensitive and controversial issues.
9. Serve as staff representative on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
10. Perform responsible, professional-level research, administrative and analytical support duties of above average difficulty including in the areas of administrative research, grant administration, management audit and analysis, project analysis and monitoring, contract administration, and general administrative functions; select, adapt and apply appropriate research and statistical techniques.
11. Prepare a variety of analytical and statistical reports including the preparation of conclusions and forecasts based on data summaries and other findings; consult with City staff, outside agencies and associations to obtain information.
12. Review program reports and documents for completeness and compliance with established guidelines.
13. May prepare grant proposals and recommend applications for funding; communicate with funding agencies to obtain information and facilitate application process.
14. Conduct surveys, comprehensive management and statistical analysis on administrative, fiscal, personnel, operational, municipal policies, procedures, budgetary and finance areas.
15. Negotiate, analyze, implement, and monitor various agreements; oversee and manage contracted services in assigned program areas; prepare requests for proposal; recommend contract award; negotiate terms of contract and prepare contracts; monitor services to ensure compliance with contractual obligations.
16. Lead, coordinate and manage special projects and programs as assigned by the City Manager or Deputy City Manager.
17. Serves as a member of the City's Labor Negotiating Team.

18. Oversees Human Resources Department, including but not limited to, organizational planning, employee training and development, recruitment, employee relations, employee benefits and labor relations.
19. Exercise supervision over technical and clerical staff in assigned areas of responsibility, which may include Information Systems, Community Services, and Recreation Department or other areas as assigned.
20. Perform related duties and responsibilities as required.

QUALIFICATIONS GUIDELINES

Education, Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- ❖ Equivalent to a Bachelors degree from an accredited college or university with major course work in business administration, public administration or a related field. *A Master's Degree is highly desirable.*

Experience:

- ❖ At least five years of increasingly responsible professional-level Municipal Government administration, including analytical, fiscal, administrative and program management responsibilities, to include at two years supervisory experience.

Knowledge and Abilities

Knowledge of:

- ❖ In-depth operational characteristics, services and activities of the program to which assigned.
- ❖ Principles and practices of program development and administration.
- ❖ Principles and practices of municipal budget preparation and administration.
- ❖ Principles of supervision, training and performance evaluation.
- ❖ Advanced principles and practices of public administration.
- ❖ Operations and functions of municipal government.
- ❖ Advanced methods and techniques of research, analysis and statistical and analytical report preparation.
- ❖ English usage, spelling, grammar and punctuation.
- ❖ Methods and techniques of grant application and administration.
- ❖ Principles and practices of public speaking.
- ❖ Principles and procedures of financial record keeping and reporting.
- ❖ Modern office procedures and methods including computer equipment and supporting word processing and spreadsheet applications.
- ❖ Pertinent Federal, State and local codes, laws and regulations.

Ability to:

- ❖ Oversee and participate in the management of assigned program.
- ❖ Oversee, direct and coordinate the work of lower level staff.
- ❖ Select, supervise, train and evaluate staff.
- ❖ Participate in the development and administration of program goals, objectives and procedures.
- ❖ Prepare and administer complex program budgets.
- ❖ Prepare clear and concise administrative and financial reports.
- ❖ Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- ❖ Research, analyze and evaluate new service delivery methods and techniques.
- ❖ Interpret and apply Federal, State and local policies, laws and regulations.
- ❖ Perform administrative and analytical activities for assigned programs or departments.
- ❖ Independently plan, organize and schedule work to meet administrative requirements and deadlines.
- ❖ Identify and understand the organization and operation of the assigned program area as necessary to assume assigned responsibilities.
- ❖ Research, analyze and evaluate programs, policies and procedures.
- ❖ Operate a variety of office equipment including a computer and associated word processing applications.
- ❖ Communicate clearly and concisely, both orally and in writing.
- ❖ Understand and carry out oral and written instructions.
- ❖ Establish and maintain effective relationships with those contacted in the course of work.
- ❖ Observe and problem solve operational situations, technical policies and procedures associated with city projects.
- ❖ Exercise independent judgment in the performance of a variety of complex and difficult administrative duties with only occasional instruction and assistance.
- ❖ Identify organizational intergovernmental problems and advise the City Manager of alternative courses of action and recommendations.
- ❖ Apply high degree of innovation, creativity and resourcefulness in problem solving.

Special Requirements

- ❖ Possession of or ability to obtain a Class "C" California driver's license and a satisfactory driving record.

PHYSICAL AND MENTAL DEMANDS/WORKING CONDITIONS

The physical and mental demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

- ❖ Mental function: Includes reading, writing, mathematical computations, operating a computer, problem solving, managing multiple projects, calmly handling complaints and problems from irate citizens or contractors, and decision making under stressful conditions.

- ❖ Productivity: Incumbents must perform work in an efficient, effective and timely manner with minimal direction.
- ❖ Mobility: Incumbents require sufficient mobility to work in an office setting and operate office equipment as well as to function as the Incident Commander under emergency conditions. Incumbents may be required to perform light lifting and carrying, file documents in various locations and heights, and sit, stand, walk, remain seated, and work at a video display terminal for prolonged periods of time.
- ❖ Vision: Vision sufficient to read small print, computer screens, and printed documents, and to operate assigned equipment.
- ❖ Hearing: Incumbents are required to hear in the normal audio range with or without correction.
- ❖ Environment: Normal office setting with some travel to attend meetings. Incumbents may be required to work at both indoor and outdoor environments. Individuals may be exposed to noise, dust and inclement weather conditions.
- ❖ Other factors: Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings and to use a personal vehicle in the course of employment. Availability for emergency calls. Position requires frequent attendance at City Council meetings.

Adopted: October 12, 2005

[City of Solana Beach](#)

[Associated Benefits](#)