

MANAGEMENT ANALYST

DEFINITION

Under general supervision, acts in a staff capacity to implement the authority of the City Manager or Department Head, performs a wide variety of highly responsible tasks; analyze City policies, procedures and programs; provides administrative support through research, analysis, report writing and recommendations, and performs other related work as required.

DISTINGUISHING CHARACTERISTICS

This is the journey-level in the management classification series, of which the positions differ based on the highly responsible, varied, complex tasks and responsibilities assigned, and the independent judgment required. Position reports to the City Manager, Department Head, or designee.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Researches, analyzes, develops recommendations and prepares reports; acts as legislative analyst by reviewing, analyzing and developing recommendations regarding State and Federal legislation; drafts and recommends administrative policies and procedures; consults with Department Heads in solving administrative problems and developing new procedures; administers various contracts and ordinances to ensure compliance and implements terms; evaluates programs from an operational and productivity standpoint; develops and coordinates special organizational reports, studies and projects; administers Department or Citywide programs including allocation of resources, procedural development and policy interpretation; administers the day-to-day activities of one or more departmental functions; performs special projects and studies, surveys, research and analysis related to various issues; interprets City policies, procedures and prepares reports; research, coordinates and implements various projects; prepares ordinances and resolutions; administers contracts with consultants and private contractors; prepares grant applications for various State and Federal programs; represents the City at various meetings; makes presentations; attends City Council meetings; formulates and presents proposals and recommendations; provides assistance to department management, other City personnel and the public regarding administrative, fiscal or operational issues, policies or procedures; develops and establishes work methods and standards; may supervise staff, conduct staff training, review and evaluate employee performance and recommend disciplinary actions; prepares and monitors annual budget and Capital Improvement Project requests for the Department; utilizes computer and computer software; utilizes extreme discretion when dealing with the public and employees on sensitive, confidential matters; operates City vehicles and equipment in a safe and efficient manner; routinely adheres to and maintains positive working relationships with management staff, co-workers, other employees and the public; and performs other duties as assigned.

City of Victorville Position Description

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EMPLOYMENT STANDARDS

Training and Education - Graduation from college with a Bachelor's Degree in Political Science, Public or Business Administration or closely related field and two years of highly responsible administrative experience in municipal government. Experience should be relevant to actual vacancy.

Knowledge, Skills and Abilities - **Knowledge of:** Principles and practices of organizational and municipal government administration; budget preparation, monitoring and analysis; research and statistical methods; methods of report presentations; State, Federal and local laws and regulations affecting municipal administration; report preparation and presentation methods; short- and long-range organizational planning; grant application procedures; departmental policies and programs; principles and practices of organizational procedures; Microsoft and Excel computer programs and applicable software; and supervisory practices. **Skill in:** Contract negotiation. **Ability to:** Analyze and compile technical information; organize and complete detailed assignments with minimal direction; conduct organizational and procedural studies and prepare comprehensive reports; properly interpret and make decisions in accordance with laws, regulations and policies; analyze legislation; plan and present clear, concise and effective presentations to Executive Management and the public; organize and maintain accurate records of activities and projects; prepare and administer an operating budget; direct various activities within a department; supervise, train and evaluate personnel; communicate clearly and effectively verbally and in written form; develop and maintain effective working relationships with department heads, employees, elected officials, and the general public; use computers and various computer programs such as Word and Excel, and must be able to operate a City vehicle in a safe manner.

Licenses and Certificates - Must possess a valid, Class "C" California's driver's license.

WORKING CONDITIONS

Work is performed in an office environment and in close proximity to other workers. Incumbent shall be exposed to those conditions normally encountered in a business office environment. Physical demands are light, consisting primarily of sitting, standing and walking. Incumbent must have the stamina to work long hours and attend night meetings after regular working hours. Must be willing to work an irregular schedule, which may include weekends, holidays, evenings and/or varying hours.

APPROVED: 
DIRECTOR OF HUMAN RESOURCES

DATE: July 28, 2005

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

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