

MANAGEMENT ANALYST  
(PART-TIME)

**DEFINITION:**

Under direction, serve as a management assistant in performing staff functions; conduct special studies and analyses on various operations and procedures; and do other related work as required.

**ESSENTIAL JOB FUNCTIONS:**

The listed tasks are essential for this position and may include, but are not limited to the following: compile statistical and financial data for various reports; compile questionnaires on various department operations; conduct special surveys in gathering data from other communities on their operations; conduct studies on a wide variety of City operations and procedures, as assigned, and make recommendations on how to resolve problems and improve efficiency; prepare forms and other administrative devices to improve procedures and operations; prepare procedural manuals as needed; prepare correspondence for signature; prepare drafts of special reports on studies conducted; assist in the City's public relations efforts; conduct a variety of special personnel studies; answer public inquiries regarding procedures, operations, and regulations; and investigate, submit, and coordinate federal and state grant applications. May be required to work shifts, weekends, and/or holidays.

**QUALIFICATIONS:**

Training and Experience: Requires the equivalent to graduation from a college with major work in public administration or a related field and one year of full time staff or administrative experience. Must possess a valid California driver's license at the time of employment.

Knowledge, Skills, and Abilities: Must have knowledge of the methods and techniques of administrative analysis and completed staff work; municipal government organization and operations; current trends in public administration; and the ability to analyze administrative problems and situations and present appropriate facts and recommendations in written or oral form; and win the confidence and cooperation of departmental officials, personnel, and the public.

**PHYSICAL DEMANDS AND WORKING CONDITIONS:**

While performing the duties of this job, the employee frequently sits, uses a telephone, and personal computer with a VDT screen for extended periods of time. May occasionally stoop, balance, or kneel; and use arms, legs, and back to lift or move objects. The noise level in the office is quiet.