



## Senior Management Analyst

Department/Division:	Assigned department or division
Reports To:	City Manager, Director, Manager, or management level position
Provides Direction To:	Not Applicable
FLSA Exemption Status:	Exempt
Employment Exemption Status:	At-Will
Date Prepared:	October 7, 2014
City Council Resolution #:	

### GENERAL PURPOSE

Under general supervision, manages, coordinates, and administers a variety of complex studies, programs, projects, budgets, and contracts in support of City work plans, Council initiatives, programs, and services; provides supervision or coordinates projects involving staff, project teams, consultants, and other parties; makes presentations and works with a variety of external representatives; and performs other related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

The Senior Management Analyst is distinguished from the Management Analyst by the scope, breadth, complexity, and sensitivity of analyses performed in support of the City's strategic goals, City Council work plans, and initiatives. The Senior Management Analyst has larger budget accountability and more specialized knowledge of laws, regulations, and statutes and has a greater range of external relationships involving strategic planning, agreements, and contracts. The Senior Management Analyst may provide supervisory or technical direction to other professional, technical, and administrative staff, project leaders, and consultants. The Senior Management Analyst is distinguished from the department directors and division managers who typically have a larger span of supervision, budgetary accountability, responsibilities, and interfaces for the department or division.

### ESSENTIAL FUNCTIONS

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.*

1. Leads, plans, organizes, and conducts complex administrative or management analyses involving surveys, studies, projects, and policies involving staff or contractors; researches and evaluates significance of factors, trends, and data provided as part of staff reports, agreements, and correspondence.

## **ESSENTIAL FUNCTIONS (continued)**

2. Coordinates and administers major City programs and services relating to departmental assignment; acts as liaison and serves as City's representative for various programs and services involving other agencies, contractors, and business representatives and confers with commissions, committees, advisory groups, regional representatives, contractors, departmental and City staff, and the general public.
3. Provides lead direction to administrative and professional staff, depending upon departmental assignment; plans and allocates assignments, prioritizes tasks, and reviews work for completeness and accuracy; coordinates work of project managers, contractors, consultants, and other parties.
4. Creates work plans for projects and initiates studies; analyzes policy alternatives and makes recommendations in areas relating to operations, programs, capital improvements, budgets, facility development and use, and changes to improve services and compliance with regulations and community needs.
5. Discusses program findings and alternatives with Executive Management and prepares reports containing study background, findings, and conclusions; makes formal presentations to City Council, City Manager, commissions, committees, and other regional and governmental bodies, and implements changes, as requested.
6. Leads and engages in community marketing and outreach functions; writes technical reports, articles, and correspondence, and prepares findings and supporting recommendations, including charts, graphs, maps, and technical exhibits.
7. Participates in developing and administering departmental or City budgets, including researching assumptions, practices, specifications, and requirements, and determining appropriate funding and expenditure levels; may serve as departmental liaison for budgeting purposes or significant programs.
8. Administers grant programs, as assigned; prepares grant applications and performance reports and makes presentations to commissions, committees, and advisory groups.
9. Creates, reviews, and evaluates the effectiveness of administrative policies, contracts, and ordinances in concert with departmental representatives and legal advisors; prepares compliance reports required for departmental operations.
10. Serves as departmental or City representative in interdepartmental, community, regional, and professional meetings.

## **ESSENTIAL FUNCTIONS (continued)**

11. Develops, coordinates, and implements training workshops and briefings.
12. Works closely with departmental executives, management, and staff in the research, development, and review of benchmark performance standards.

## **QUALIFICATIONS GUIDELINES**

### **Knowledge of:**

Strategic plans, City Council Work Plans, and initiatives; project management practices and leadership techniques; laws, regulations, ordinances, and other statutes related to departmental assignment; principles, practices, and methods of administrative and organizational analysis; public administration policies and procedures; financial and statistical methods; intergovernmental relations; budgeting practices; policy development and program evaluation methods; contract administration practices; grant administration practices; effective business communications and proper English usage, including spelling, grammar and punctuation; report presentation techniques.

### **Ability to:**

Lead, organize, and coordinate projects, plans, studies, and contracts; conduct complex research and analyze laws, regulations, agreements, policies, and standards related to a variety of City programs, services, and initiatives; organize and prioritize work to meet deadlines; draft and present study findings and conclusions; establish and maintain effective working relationships with staff, management, vendors, consultants, officials, general public, and others encountered in the course of the work; operate modern office equipment and computer hardware and use word processing, spreadsheet, graphics, and other applications software.

### **Education/Training/Experience:**

Bachelor's degree from an accredited four-year college or university with a major in Public Administration, Business Administration or a related field is required. A Master's degree in Public Administration or a related field is desirable. Four years of responsible analytical and professional experience involving analysis, report preparation, and administrative studies, is required, preferably including some work in a leadership capacity.

### **Licenses; Certificates; Special Requirements:**

Ability to attain a valid Class C California driver's license, acceptable driving record, and proof of auto insurance in compliance with the City's Vehicle Insurance Policy standards.

Ability to work extended hours in order to complete projects, attend meetings, and accommodate City needs.

In accordance with California Government Code Section 3100, City of Manhattan Beach employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

### **PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### **Physical Demands**

While performing the duties of this class, the employee is constantly required to sit, and occasionally to stand and walk. Finger dexterity and light grasping is required to handle, feel, or operate computer hardware and standard office equipment; and reach with hands and arms above and below shoulder level. The employee occasionally lifts and carries records and documents typically weighing less than 25 pounds.

Sensory demands include the ability to see, talk, and hear.

#### **Mental Demands**

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret data, information, and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with management, staff, vendors, consultants, brokers, the public, and others encountered in the course of work.

### **WORK ENVIRONMENT**

The employee works in an office environment with controlled temperature settings.