CITY OF SAN JUAN CAPISTRANO

MANAGEMENT ANALYST

*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

To perform a wide variety of responsible and complex administrative and analytical functions; to provide management service and support to the various City departments and to the public; to administer assigned City programs, special projects, and/or purchasing activities; to provide information and assistance to the public regarding assigned programs and services; and to support the department head regarding the accomplishment of departmental goals.

DISTINGUISHING CHARACTERISTICS

This is the entry level class in the Management Analyst series. This class is distinguished from the Senior Management Analyst by the performance of the more routine tasks and duties assigned to positions within the series including assuming responsibility for less complex projects. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Advancement to the senior level is based on demonstrated proficiency in performing the assigned functions, and is at the discretion of higher level supervisory or management staff.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned department head.

ESSENTIAL FUNCTION STATEMENTS. *Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Monitors and administers a variety of assigned programs; participates in special projects including complex research of new programs and services, budget analysis and preparation, and feasibility analyses; prepares and presents reports.

2. Participates in the preparation and administration of assigned budgets; coordinates with management personnel in forecasting future requirements for equipment, supplies, and materials; tracks and monitors expenditure; recommends budget transfers and modifications to annual budgets.

3. Provides budget support and/or training to management and classified staff as required.

4. Serves as Purchasing Officer and/or provides direction to City personnel regarding the procurement of supplies, equipment, and professional services; reviews purchase requisitions and issues purchase orders; analyzes contracts and verifies purchasing documentation; coordinates with vendors and prepares invoices for payment.

5. Creates and prepares bid specifications and requests for proposals pertaining to supply acquisitions and/or operations projects; attends pre-bid meetings and provides related recommendations; participates in negotiating with contractors on behalf of the City; assists in administering assigned contracts.

6. Coordinates special projects for area of assignment and/or serves as Project Manager; prepares scopes of work, conducts field visits, researches funding guidelines, and negotiates with Federal and State agencies on behalf of the City; analyzes project data, monitors project budgets, and assists in obtaining project reimbursement.

7. Administers and coordinates assigned City programs and/or systems; maintains program documentation; liaises with vendors; provides training to employees regarding programs or systems.

8. Prepares meeting/commission agendas and public notices; coordinates meeting agenda items with City departments; assists in meeting facilitation and maintains meeting records in accordance with regulatory requirements.

9. Attends City Council and public meetings and responds to citizen inquiries; prepares and presents agenda items as required; provides information to the City Council during public hearings.

10. Prepares ordinances, resolutions, and staff reports for City Council approval; reviews annual documents and leases for City Council approval.

11. Conducts research and collects, compiles and analyzes data; prepares comprehensive technical records and a variety of financial and/or analytical reports pertaining to assigned area of responsibility.

12. Responds to inquiries and serves as a resource to City departments regarding the interpretation of applicable policies, procedures, regulations, and/or codes; monitors and assists in ensuring regulatory compliance for area of assignment.

13. Attends and participates in professional group meetings; stays abreast of new developments and changing legislation impacting activities for area of assignment.

14. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:
- Principles and practices of public administration.
- Research and data analysis techniques and methods.
- Budget preparation and administration processes.
- Purchasing principles, practices, policies, and documentation.
- Bid processes and contract administration principles.
- Public meeting processes and meeting agendas, items, and minutes.
- Policies, procedures, regulations, and codes governing activities for area of assignment.

Skill in:
- Performing complex administrative and analytical activities for area of assignment.
- Conducting research, analyzing data, and preparing comprehensive reports.
- Assisting in the preparation and administration of assigned budgets.
- Coordinating purchasing activities, reviewing requisitions, and analyzing contracts.
- Managing and coordinating special projects and administering assigned programs.
- Preparing staff reports, agendas, public notices, ordinances, and resolutions.
- Communicating clearly and concisely, both orally and in writing.
- Establishing and maintaining effective working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING GUIDELINES

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:

Experience:
Three years of analytical and governmental administrative experience.

Training:
Equivalent to a Bachelor's Degree from an accredited college or university with major course work in public administration, accounting, or a related field.

WORKING CONDITIONS

Environmental Conditions:
Office environment; exposure to computer screens.

Physical Conditions:
Essential functions may require maintaining physical condition necessary for sitting or standing for prolonged periods of time; extensive use of computer keyboard.