

CITY OF SAN JUAN CAPISTRANO

SENIOR 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 duties, written reports, and public presentation; to oversee assigned administrative processes, procedures, projects, special assignments, and programs; and to provide information and assistance to the public regarding assigned programs and services.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Management Analyst series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level management or executive staff.

May exercise direct supervision over technical or clerical staff.

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

Essential Functions:

1. Assumes direct responsibility for a variety of assigned programs; oversees assigned administrative support functions including the budget.
2. Oversees and participates in special projects including complex research of new programs and services, budget analysis and preparation, and feasibility analyses; prepares and presents reports; and performs detailed analysis and conducts research on a wide range of programs and projects.
3. Ensures compliance with appropriate regulations and policies; recommends modifications as appropriate; serves as resource to various other City departments regarding applicable regulations.
4. Oversees the preparation and negotiation of contracts for assigned program area; monitors compliance with applicable contractual agreements; recommends modifications as appropriate.
5. Prepares comprehensive technical records and analytical reports pertaining to assigned area of responsibility; conducts research and comprehensive data collection efforts to support analysis.

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6. Assumes direct responsibility for the preparation and administration of assigned budget(s); maintains and monitors appropriate budgeting controls; prepares various financial reports as required; oversees invoice approvals, budget expenditures, and budget transfers.
7. Coordinates and collaborates with departments, divisions and outside agencies; serves as a liaison with public and private organizations, community groups and other social organizations; makes presentations to the public; represents the City to Boards and Commissions, and County, State and Federal agencies.
8. Responds to and resolves complaints and inquiries from the general public; reviews problems and recommends corrective actions; prepares summary reports as required.
9. Prepares contract specifications/documents and negotiation of contracts for assigned programs and projects; monitors progress, ensures compliance, and makes recommendations/adjustments as applicable.
10. Oversees, provides direction, and reviews the work of clerical staff; monitors workload; provides training as necessary.
11. Attends and participates in professional group meetings; stays abreast of new developments and changing legislation affecting assigned area.
12. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Principles and practices of public administration.
- Operations, services and activities of assigned program area.
- Methods of research, program analysis and report preparation.
- Principles and practices of program development.
- Methods and techniques of public relations.
- Principles and practices of budget administration.
- Pertinent Federal, State and local laws, codes and regulations.

Skill in:

- Monitoring and administering a variety of assigned programs.
- Independently performing difficult administrative and analytical activities in the area of work assigned.
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.
- Researching, analyzing, and evaluating programs, policies and procedures.
- Making effective public presentations.
- Following up on assignments and projects.
- Overseeing and coordinating assigned projects.
- Participating in budget development and administration.
- Preparing clear and concise reports.
- Independently preparing correspondence and memoranda.
- Communicating clearly and concisely, both orally and in writing.
- Establishing and maintaining effective working relationships with those contacted in the course of work.
- Preparing and administering assigned budgets.

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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:

Five years of management level experience in financial, administrative, and analytical functions. One year of supervisory experience is highly desirable.

Training:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in public administration, business administration 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.