

## SENIOR MANAGEMENT ANALYST City Manager's Office

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### **DEFINITION**

The Senior Management Analyst performs highly responsible, complex and varied administrative and analytical work in the development, implementation and administration of programs or projects; conducts organizational and other complex studies and analyses; coordinates activities of the City Manager's department with other departments, divisions, and outside agencies; and provides liaison with the City Council, City boards and commissions, department and division heads, community organizations, and other public and private sector individuals. The Senior Management Analyst also serves as the City's Deputy Clerk; manages the City's Senior Van Program; and serves as the City's coordinator for cable service. The Senior Management Analyst directly supervises subordinate staff as assigned, including all clerical staff in the City Manager's department.

### **EQUIPMENT, METHODS AND GUIDELINES**

Personal computer terminal, various computer programs, office equipment, phone and fax machines. Use and knowledge of Federal, State, and local laws, statutes, regulations, and procedures related to local government; knowledge of statistical and research techniques; principles and practices of assigning and reviewing the work of others.

### **WORKING CONDITIONS**

Predominantly inside work. Conditions also involve frequent attendance at meetings; irregular hours may be required to attend some evening meetings and conferences. Work requires the ability to work independently.

### **PHYSICAL DEMANDS**

The work emphasizes speech, hearing and vision (including that color vision necessary for accurately interpreting visual displays), as well as the ability to understand and carry out oral and written instruction. May be required to lift objects weighing up to 30 pounds (files, records, etc.).

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the City Manager. Exercises direct supervision over subordinate staff as assigned, including all clerical staff in the City Manager's department.

### **EXAMPLE OF DUTIES**

Duties may include, but are not limited to, the following:

Provide a variety of administrative and analytical support to the City Manager, special projects, and community groups.

**EXAMPLE OF DUTIES – (Cont'd)**

Provide high-level administrative and analytical support to the City Manager, special projects, and community groups.

Conduct complex studies and surveys; collects, compiles and analyzes information; develops and evaluates options, prepares and presents recommendations for review by management.

Coordinates projects as assigned by the City Manager.

Confers with department heads, employees, and interested parties regarding existing and proposed policies, procedures, programs, systems, operations, goals, and objectives; assists in the development and implementation of new or revised policies, procedures, programs, systems, operations, goals, and objectives.

Facilitate office and personnel moves at City Hall.

Research and prepare reports and recommendations in relation to assigned projects.

Coordinates activities of the City Manager's department with City departments and divisions, with outside agencies, and with citizen groups; represents the City in the community, at meetings, and at conferences.

Acts as the Deputy City Clerk.

Coordinate codification and updates of the Pleasant Hill Municipal Code.

Administers contracts.

Prepare and monitor City Clerk's office budget.

Finalize official Council resolutions, ordinances and minutes. Maintain records and files on official acts of the City Council, and maintain legislative history.

Performs all functions associated with the coordination and certification of City elections.

Process formal petitions relating to initiatives, referendum or recall and certifying results.

Monitor compliance with State and local campaign finance and conflict of interest laws; maintain logs of all Fair Political Practices Commission (FPPC) filings.

Prepare Local Appointments List under the Maddy Appointive List Act (i.e., record of appointments, dates and terms of office for committees and commissions).

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

**QUALIFICATIONS****Knowledge of**

English including spelling, grammar, punctuation and vocabulary.

Research techniques, methods and procedures.

Knowledge of the principles and practices of public administration in a council-manager form of government.

Principles and practices of public sector budgeting and finance.

Federal state and local laws and regulatory bodies.

**Ability to**

Communicate effectively with City staff, elected and appointed officials, the public, private industry, and the media.

Review and analyze reports, articles, studies and administrative activities and recommend an effective course of action.

Ability to collect and analyze complex and sensitive information.

Ability to coordinate the work of other staff.

Establish and maintain effective working relationships with those contacted in the course of work.

Prepare, organize and present reports, articles and related informational material.

**EXPERIENCE AND EDUCATION**

Any combination equivalent to experience and education that would likely provide the relevant knowledge and abilities would be qualifying. Generally, this will require:

**Experience**

Four years of professional experience, preferably in a local government agency.

**Education**

Possession of a Bachelor's degree with major course work in business or public administration or a related field.

**LICENSE OR CERTIFICATE**

Possession of, or ability to obtain, an appropriate California driver's license.