

City of Imperial Beach
POSITION DESCRIPTION

Title: Management Analyst
Department: Various
Division: Various

GENERAL PURPOSE

Under direction, to supervise, coordinate, and participate in various administrative operations, activities and functions within an assigned department including procurement and contract administration, budget development and monitoring, departmental policy enforcement, and various special projects, to coordinate assigned activities with other divisions, outside agencies and the general public; to perform a wide variety of professional-level research, administrative and analytical duties in support of assigned department; and to supervise assigned staff and ensure work quality and adherence to established policies and procedures.

SUPERVISION RECEIVED

Works under the general supervision of a Department or Division Head.

SUPERVISION EXERCISED

May exercise supervision over technical, clerical or other staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

1. Coordinate the organization and staffing for various administrative operations and activities within an assigned department including procurement and contract administration, budget development and monitoring, departmental policy enforcement, accounts payable and receivable functions and various special projects.
2. Participate in the development and implementation of goals, objectives, policies and priorities for assigned functions; recommend and implement resulting policies and procedures.
3. Direct, coordinate and review the work plan for assigned staff; assign work activities and projects; monitor work flows; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
4. Oversee and coordinate departmental procurement processes including the development of bid documents and execution of the formal bid process.
5. Coordinate departmental promotions and public relations functions including public services surveys, various special programs and departmental activity updates.

6. Participate in the development and administration of assigned budget; prepare and administer various grants; forecast funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; recommend adjustments as necessary.
7. Provide staff assistance to higher management staff, participate on a variety of committees; prepare and present staff reports and other correspondence as appropriate and necessary.
8. Perform professional-level research, administrative and analytical support duties in support of assigned department; select, adapt and apply appropriate research and statistical techniques.
9. Negotiate, analyze, implement, and monitor various agreements; oversee and manage contracted services in assigned program areas; prepare requests for proposal; recommend contract award; negotiate terms of contracts; monitor services to ensure compliance with contractual obligations.
10. Prepare a variety of analytical and statistical reports including the preparation of conclusions and forecasts based on data summaries and other findings; consult with City staff, outside agencies and associations to obtain information.
11. Assume management responsibility for services and activities of assigned specialized program areas with City-wide impact; coordinate assigned activities with those of other divisions and outside agencies and organizations.
12. Serve as staff and/or represent City on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence for assigned department programs and projects.
13. Assist supervisor in applying, interpreting and enforcing personnel policies and guidelines within the department including monitoring and reporting.
14. Prepare articles, conduct training, and/or hold public meetings in furtherance of department goals.
15. Respond to citizen complaints and requests for information.
16. Prepare manuals, forms, handbooks, and procedures as needed.
17. Supervise, coach and mentor staff; build and maintain positive working relationships with co-workers, other employees and the public using principles of good customer service.
18. Perform related duties and responsibilities as required.

EDUCATION AND EXPERIENCE

Experience

At least three years of responsible professional-level administrative or analytical experience.

Training:

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

License or Certificate:

Possession of or ability to obtain, a valid Class C California driver's license.

KNOWLEDGE OF:

- Modern and complex administrative support principles and practices.
- Methods and techniques of contract administration.
- Principles of municipal budget preparation and control.
- Principles and practices of public administration.
- Operations and functions of municipal government.
- Methods and techniques of research, analysis and statistical and analytical report preparation.
- English usage, spelling, grammar and punctuation.
- Methods and techniques of grant application and administration.
- Principles and practices of public speaking.
- Principles and procedures of financial record keeping and reporting.
- Modern office procedures and methods including computer equipment and supporting work processing and spreadsheet applications.
- Pertinent Federal, State and local codes, laws and regulations.

ABILITY TO:

- .Perform responsible and difficult administrative support duties involving the use of independent judgment and personal initiative.
- Organize and coordinate projects and prioritize activities to meet established dead lines.
- Participate in the development and administration of goals, objectives, and procedures for assigned areas.
- Prepare and administer assigned budgets.
- Interpret and apply administrative and departmental policies and procedures.
- Prepare clear and concise administrative and financial reports.
- Analyze problems, identify alternative solutions, and project consequences of proposed actions and implement recommendations in support of goals.
- Perform administrative and analytical activities in support of assigned department.
- Understand the organization and operation of the assigned area as necessary to assume assigned responsibilities.
- Operate a variety of office equipment including a computer and associated word processing applications.

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- Communicate clearly and concisely, both orally and in writing.
- Understand and carry out oral and written instructions.
- Establish and maintain effective relationships with those contacted in the course of work.

PHYSICAL DEMANDS

Environment: Standard office environment. Occasional exposure to temperature swings from indoor to outdoor temperatures; exposure to dust from atmosphere and volumes of paper; work schedule is an 80-hour bi-weekly work period. Duties may require working evenings and weekends. Work characteristics are both formal and informal; both autonomous and team-oriented; having both routine and variable tasks; with variable pace and pressure.

Physical: Primary functions require sufficient physical ability to work in an office setting and operate office equipment. Continuous fine finger dexterity to manipulate small tools and equipment; Frequent walking, standing, sitting, side-to-side turning of neck; firm grasp to lift and move equipment; Occasional bending and stooping, squatting, reaching at and above shoulder height, pushing/pulling, twisting at waist, upward and downward flexion of neck; lifting of objects weighing up to 25 lbs. from below waist to above shoulder level.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

Hearing: Hear in the normal audio range with or without correction.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.