

CITY OF BRISBANE

ADMINISTRATIVE MANAGEMENT ANALYST

Definition

Under the general supervision of the designated Department Head, performs complex, technical and professional administrative staff assistance to the assigned department in analyzing and administering various programs, special studies, surveys and research assignments, as well as overseeing various public information activities.

Class Characteristics

This is a full-time journey-level position in which the incumbent performs complex administrative and technical analytical work under general direction of the department head. The individual holding this position is expected to exercise independent judgment and discretion handling assigned projects and programs, and to independently solve problems of varying difficulty. The analytical and program management nature of the position requires thorough knowledge of city-wide, department, and/or program policies, the ability to analyze financial, legal and legislative impacts and the ability to function effectively with people at all levels of the organization as well as external contacts. This position is expected to manage the delivery of services for their assigned area. This position also manages accountability of consultants, vendors and other external contractors within the scope of their contracted duties. In furtherance of the required management responsibilities, this position involves development and implementation of department policies and procedures. Strong written, verbal, and interpersonal skills are essential for incumbents assigned to this classification. This position is distinguished from the Senior Management Analyst in that latter is more difficult and complex in nature. It is distinguished from the Management Analyst position in that the latter is an entry-level position with less complex assignments.

Examples of Duties (Illustrative Only)

- Oversees and administers specific department divisions, programs and
- Conducts organizational, administrative, and fiscal studies; gathers data and prepares technical and administrative reports, graphs, tables and charts to illustrate trends of statistical and financial data.
- Serves as a key resource point for a variety of program areas, requiring an in-depth knowledge of the department's programs, functions, organizational structure, and services.
- Research and conduct surveys on operational and administrative problems and develops policy recommendations for problem resolution.
- Implements policy and procedural recommendations applicable to assigned programs and projects.
- Develops public relations material, including maintaining City's website and department's webpage.
- May assist department with preparing contracts, requests for proposals, staff reports and other similar documents.
- Initiates and responds to correspondence from internal and external customers.
- Represent department and/or City in inter-department, community and professional meetings; attend and present at council, staff, board and commission meetings as necessary.
- Uses independent judgment and discretion in the release of confidential or sensitive information.
- Manages department sponsored program activities and projects on a day-to-day basis.

Qualifications

Knowledge of:

- Principles, procedures and legal standards utilized in a variety of management and administrative functions such as supervision and/or management of an office, program, operation or section or facility;
- Municipal government and/or department's organization, operations and issues;
- Principles, methods and techniques of advance research and data analysis;
- Records management principles and practices.
- Basic functions and activities of municipal government and assigned department.
- Techniques for dealing effectively with the public and City staff, in person, via email and over the telephone.
- Knowledge of and ability to perform program and quantitative analysis;
- Problem resolution methods

Skill in:

- Operating computer systems and applications, including office software (i.e. Word, Excel, PowerPoint, etc.) and website posting applications
- Preparing a variety of statistical and analytical reports
- Analyzing a variety of sources for relevant information.
- Word processing and database management with speed and accuracy sufficient to perform assigned work

Ability to:

- Research, analyze, evaluate and make recommendations for improvements in operations, systems and procedures.
- Identify, gather and evaluate information from a variety of sources
- Formulate logical conclusions and develop effective courses of action and/or recommendations;
- Establish, maintain, and research department files and records
- Independently perform complex and responsible administrative work;
- Make decisions in matters with only limited direction received
- Work cooperatively with the public, other City personnel and other organizations

Education and Experience:

Any combination of education, experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education: Possession of a Bachelor's degree from an accredited college or university with major course works in Public Administration, Economics, Business Administration, Political Science, Public Policy, or closely related field. Masters in Public Administration or Business Administration is desirable. Experience beyond that required below in a professional or support capacity in a government department may be substituted for the required education on a year-for-year basis

Experience: One to two years of increasingly responsible administrative management experience involving a combination of any of the following: research, program oversight, division management, project management, policy analysis, study and analysis of management, budget, organizational, procedural problems and issues, contract and program administration, preferably in a government agency.

Licenses: Possession of a valid class C California driver license and have a satisfactory driving record.

Working Conditions:

Work in a standard office environment, with occasional off-site and/or field assignments. The ability to travel from different sites and locations; drive and/or walk safely to different sites and locations; maintain

a safe driving record; maintain a neat, professional and clean appearance; work protracted and irregular hours and evening meetings or off-sight work for meeting attendance or participation in specific projects or programs as needed; available for evening meetings.

Physical Demands:

Able to use standard office equipment, including a computer; sit, stand, walk, and maintain sustained posture in a seated or standing positions for prolonged periods of time; vision to read printed materials and a computer screen; hearing and speech to communicate in person, over the telephone, and to make presentations; lift and carry 35 pound boxes, files, and materials.

Approved Date: May 5, 2008
Resolution: 2008-20

Revised Date: July 29, 2013
Resolution: 2013-31

Bargaining Unit: Confidential Employees
Resolution: 2008-21

Former Titles:

Abolished: