

CITY OF BRISBANE

SENIOR MANAGEMENT ANALYST

Definition

Under the general supervision of the City Manager or designated department head, performs a wide variety of difficult, routine and complex administrative, technical and professional work in analyzing and administering a variety of functional areas. Such areas may include, but is not limited to, budget development; administration and fiscal reporting; citizen engagement and community outreach; development and administration of contractual agreements, leases and grants; evaluation and development of management policies and procedures; management of department specific programs and functions. Performs related duties as assigned.

Class Characteristics

This is a professional-level position in which the incumbents perform routine, difficult and complex administrative and technical work under general supervision, where assignments are subject to infrequent review while work is in progress and upon completion. This position uses independent judgment and analytical abilities, which require sound grounding in municipal government and/or assigned program area fundamentals, as well as the ability to independently solve problems of moderate difficulty. Strong written, verbal, interpersonal and human relations skills are essential for incumbents assigned to this classification. This position regularly performs routine and specialized day-to-day department office support work. This position may be responsible for supervising and providing direction to clerical support staff. This position is distinguished from the Administrative Management Analyst in that the assignments are more complex and difficult in nature, and may have staff supervision responsibilities. It is distinguished from the Principal Analyst in that the latter has more complex assignments, sensitive projects and negotiation responsibilities of a confidential nature.

Examples of Duties (Illustrative Only)

- Works with department managers to design strategies on citizen engagement and community outreach efforts
- Performs statistical research, analyses and reports regarding department functions and program areas.
- Interprets rules, regulations, laws and policies relating to department programs and projects.
- Answers requests for information from internal and external customers
- Analyzes data and develops written summaries, reports and research findings.
- Reviews proposals for new or revised classifications and makes recommendations for appropriate salary.
- Researches and keeps current on pertinent information and developments in all areas of local government
- Provides assistance to the City Manager or designated department head in the development and implementation of programs, policies, and procedures.
- Performs routine and specialized day-to-day office support work, which requires detailed knowledge of assigned department policies and procedures.
- Prepares correspondence, forms and specialized documents and attends to a variety of administrative duties; performs all other related duties as required or assigned.
- Conduct on-line research regarding department media and publicity activities, as directed.

Qualifications

Knowledge of:

- Principles, practices, and techniques of public administration applicable to a variety of city administration functional areas,
- Research techniques and practices, including statistical concepts and methods.
- Laws, regulations, municipal codes, ordinances, and resolutions relating to various city administration functions.
- Principles, practices, and concepts of city administration.
- Standard office administrative practices and procedures, including the use of standard office equipment.
- Business letter and report writing and the standard format for reports and correspondence.
- Computer applications related to work, including spreadsheet, word processing, and database applications.
- Records management principles and practices.
- Basic functions and activities of municipal government.
- Techniques for dealing effectively with the public and City staff, in person and over the telephone.
- Principles of management, supervision, training, and employee development.

Ability to:

- Acquire a thorough knowledge of policies and regulations related to department functions, the City, and other applicable agencies.
- Provide accurate interpretations of policies and regulations.
- Prepare a variety of reports and analyses, which are written clearly, concisely, and accurately.
- Analyze and interpret a variety of municipal programs.
- Analyze issues and make recommendations to resolve administrative and procedural problems.
- Establish, maintain, and research City and department files.
- Develop written presentations and reports, which include drawing conclusions and making recommendations.
- Establish and maintain effective working relationships with, employees, City officials, public officials, vendors, contractors, and the general public.
- Understand and follow directions.
- Organizing own work, setting priorities, effectively multi-tasking and meeting critical deadlines.
- Accomplish work with a minimum of supervision and with only general direction.
- Maintain confidentiality of sensitive information and records.
- Assist directing the work of others on a project or day-to-day basis; train others in work procedures.
- Deal courteously, effectively and tactfully with the general public and outside organizations and groups.

Skill in:

- Making effective presentations to groups.
- Preparing, administering and promoting public announcements, and press releases.
- Analyzing department programs and systems.
- Word processing and database management with speed and accuracy.
- Problem resolution methods.
- Website and social media management.
- Using office automation and software applications to facilitate public relations activities.

Education and Experience:

Any combination of experience and education 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. Master 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:

Three years paid, full time experience involving progressively responsible administrative analyst work. Administrative analyst experience in a public agency setting is highly desirable.

Licenses:

Possession of or the ability to obtain an appropriate, valid California driver's license, and have a satisfactory driving record.

Working Conditions:

Work in a standard office environment, and in the field at times to conduct recruitment, testing, training, and benefits administration. The ability to travel from different sites and locations; drive safely to different sites and locations; maintain a safe driving record; maintain a neat and clean appearance; work protracted and irregular hours and evening meetings or off-shift work for meeting attendance or participation in specific projects or programs; 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: July 29, 2013

Resolution: 2013-32

Revised Date:

Resolution:

Bargaining Unit: Mid-Management/Professional Employees

Resolution: 2013-34

Former Titles:

Abolished: