



City of Pacific Grove Established Date: 7/14/2015

MANAGEMENT ANALYST

SUMMARY: Under direction, manages and provides administrative analytical staff support services for a major program or function; performs a wide variety of analytical and administrative duties of moderate to high scope and complexity; may supervise support, technical, professional and Management Analyst staff.

ESSENTIAL FUNCTIONS: -- *As defined under the Americans with Disabilities Act, essential functions may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Manages and provides administrative analytical staff support services for a major program or function.
- Analyzes researches, gathers and interprets information on a wide variety of management matters such as budgets, legislation, programs, contracts and staffing.
- Makes recommendations regarding policies, procedures, organization, operations, programs and other management-related areas.
- Prepares and presents written and oral reports on recommendations, data, impacts, options, strategies and conclusions that are based on analyses.
- Develops, prepares, modifies and monitors items/areas such as budgets, grants, research projects, and contracts.
- Implements and evaluates policies, procedures and programs related to the assignment.
- Works closely with managers and other staff within the department and the City to anticipate, obtain and provide ongoing and accurate information.
- Coordinates activities related to projects, programs and/or other areas being analyzed.
- Interprets policies and procedures to department staff, City employees and external agencies and individuals.
- Researches, interprets and complies with local, state and federal codes, regulations, laws, policies, procedures and guidelines.
- Attends or serves as management liaison at meetings/functions such as committees, task forces, community forums, commissions, and conferences.
- Obtains data/information from internal and external departments and agencies in regard to areas being analyzed such as funding sources, interdepartmental activities, and programs.
- Plans, develops, conducts and evaluates training/informational programs for staff and/or the public on administrative or management issues.
- Provides direction to internal and external parties on assigned projects and activities.
- Supervises support, technical, professional and Management Analyst staff or serve as lead to Management Analysts.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Bachelor's Degree in Accounting, Finance, Business or Public Administration; social services or a related field, OR an equivalent combination of education, training, and experience.

Knowledge of:

- Principles and practices of management and supervision.
- Principles of mathematical and statistical analysis, preparation and presentation.
- Research techniques.
- Principles and practices of public and/or business administration.
- Report writing.
- Internal and external operations, functions and resources related to the assignment.
- City organization, operations, policies, and procedures.
- Business and personal computers, and financial spreadsheet software applications.

Skill in:

- Reviewing interrelated financial and technical records, and identifying and reconciling errors.
- Using initiative, independent judgment, tact, and prudence within established procedural guidelines.
- Establishing and maintaining cooperative working relationships with City employees.
- Communicating effectively verbally and in writing.
- Manage analytical and administrative support services.
- Supervise management, professional, support and technical staff.
- Analyze and interpret a wide variety of complex data and information.
- Conduct comprehensive and in-depth research.
- Identify issues, options and projected outcomes and make recommendations.
- Prepare and present written and oral reports.
- Interpret and apply codes, regulations, laws policies, procedures and guidelines.
- Coordinate a wide variety of activities.
- Work independently and in a timely fashion.
- Provide direction to others on projects and activities.
- Work cooperatively and tactfully with others.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License may be required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment.