

CITY OF GLENDORA

MANAGEMENT ANALYST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under administrative direction, perform budgetary, financial, technical and administrative duties for an assigned department and/or division. Provide a variety of complex professional and analytical work, and provide technical and responsible assistance to assigned department and/or programs and performs other related duties as required.

CLASS CHARACTERISTICS

Management Analysts are responsible for a variety of professional level duties and responsibilities, including but not limited to administering assigned programs, developing new administrative procedures, analyze information and participate in the preparation and implementation of division budgets. Positions allocated in this class may direct subordinate staff in execution of assigned duties.

ESSENTIAL FUNCTIONS

These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.

1. Conduct assigned programs and specialized department programs such as water conservation or other programs as assigned. (a b c d e f g h i j k l)
2. Participate in the development and implementation of new or revised programs, systems, procedures, and methods of operation; compile and analyze data and make recommendations. (a b c d e f g h i k l)
3. Assist in the drafting and implementation of policies and procedures; assist in the preparation of ordinances, resolutions, manuals, reports, and other supporting program documents. (a b c d e f g h i j l)
4. Participate in the preparation and administration of assigned operating and capital budget(s); maintain and monitor appropriate budgeting controls. (a b c d e f g h i j k l)
5. Collect, compile, and analyze information from various sources on a variety of specialized topics related to programs administered by the position or by the management staff, including complex financial, budget or administrative issues or questions; prepare comprehensive technical records and reports to present and interpret data, identify alternatives, and make and justify recommendations. (a c d e f g h i j k l)

6. Conduct surveys and perform research and statistical analyses on administrative, fiscal, personnel, and operational problems or issues; monitor legislation and analyze proposed legislation. (a c d e g i j k l)
7. Direct the work activities of others involved in related activity, prioritize and coordinate work assignments; review work for accuracy; recommend improvements in work flow procedures and use of equipment and forms. (a b c d e f g h i j k l)
8. Serve as a liaison with employees, public and private organizations; represent the City in a variety of community groups, boards, commissions, State and Federal agencies, and other organizations; provide information and assistance to the public regarding the assigned programs and services; receive and respond to complaints and questions relating to assigned area of responsibility; review problems and recommend corrective actions. (a b c d e f g h j k l)
9. Prepares staff reports, Committee and Council agendas and memos; attends meetings and performs presentations. (a b c d e g h i j k l)
10. Participates in special projects, including research of new programs and services, budget analysis preparation, and feasibility analysis. (a b c d e f h i j k l)
11. Provides training in various areas to department employees including updated procedures, rules, laws and other areas as required. (a b c d e g h i j k l)
12. Coordinate activities and special events with other City departments, the public and outside agencies; attend meetings as a representative for assigned department. (a c d e g h i j k l)
13. Assist in Public Agency contract negotiations; monitor compliance with applicable contractual agreements (a c e g h i j k l)
14. Apply for grants, prepare and monitor programs grants and related proposals. (a c e f h i j k l)
15. Perform related duties and responsibilities as assigned. (a b c d e f g h i j k l)

REQUISITE ABILITIES

The following generally describes the abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

- a. Prepare clear and concise correspondence and reports on a variety of financial, budgetary, and administrative issues.
- b. Organize and direct the work of assigned staff.
- c. Perform responsible and difficult work involving the use of independent judgment and personal initiative.

- d. Effectively administer a variety of departmental programs and administrative activities.
- e. Plan, organize, and carry out assignments from management staff with minimal supervision and direction.
- f. Develop and administer assigned budgets.
- g. Understand, explain and apply policies, procedures, rules and regulations.
- h. Establish and maintain effective relationships with the community at large, the City Council, and other public officials.
- i. Maintain a variety of records and files.
- j. Analyze unusual situations and resolve them through application of management principles and practices.
- k. Attend City Council, Commission and Committee meetings and make presentations as necessary.
- l. Proficiency in Microsoft Word, Excel and Access.

MARGINAL FUNCTIONS

These are position functions which may be changed, deleted or reassigned to accommodate an individual with a disability.

QUALIFICATIONS GUIDELINES

Education and/or Experience *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

A Bachelor's degree in public administration or a closely related field, and two years of administrative and analytical experience, preferably within a local government environment, in the collection, compilation, and analysis of data involving financial, budgetary, or administrative issues.

Knowledge and Skill Levels

Organizational, analytical and management practices as applied to the analysis, evaluation development and implementation of programs, policies and procedures; working knowledge of research methods and techniques; report and grant writing; modern office practices and procedures and financial record keeping.

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with some travel from site to site. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with a variety of City staff and others. At least minimal environmental controls are in place to assure health and comfort.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

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