



SENIOR MANAGEMENT ANALYST

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under direction, coordinates staff responsible for technical and administrative work in the field and office, including the monitoring of department contracts; administers, manages and strategically plans key departmental projects and programs; may participate in a variety of difficult and complex professional and analytical assignments in support of departmental programs; may assume responsible charge of the department in the absence of the Superintendent, or Deputy, Assistant, or Department Director and performs other related duties as required. The Senior Management Analyst is flexibly staffed with the entry-level Management Analyst classification.

DISTINGUISHING CHARACTERISTICS:

The Senior Management Analyst is the fully-qualified mid-level management classification in the Management Analyst series. The senior management analyst exercises functional supervision over projects, programs and/or is responsible for administrative areas (including clerical staff). The senior management analyst must work independently and exercise a great deal of judgment in the completion of projects and conducting problem solving research. Work in this class is distinguished from that of a Management Analyst by the greater complexity of the assignments received and by the greater independence with which an incumbent is expected to operate. Flexing between the classifications is not automatic or guaranteed.

SUPERVISION RECEIVED/EXERCISED:

Receives work direction from a Superintendent, or Deputy, Assistant, or Department Head. Employee exercises formal and functional, supervision over assigned staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Plans, assigns, supervises, schedules and monitors the work of assigned administrative support and project staff; coordinates clerical staff workload and training; manages and evaluates assigned staff; works with employees to correct deficiencies and increase department productivity.
- Participates in the development and implementation of goals, objectives, policies, and procedures; evaluates work methods and procedures for improving the various Division's performance; ensures that project goals are achieved; assists in researching and assessing current and long-range goals and objectives.

- Coordinates the preparation, review and documentation of contracts; confers with the City Attorney's Office regarding contract administration
- Prepares and supervises the preparation of contract related correspondence, monitors and prepares work progress summaries.
- Prepares monthly/ progress payments and related reports for operations contracts; documents change in construction/ maintenance projects; reviews and evaluates justifications for change orders; prepares and processes contract change orders.
- Corresponds and meets with contractors, vendors, outside agencies, other department managers, as the City's representative for projects; negotiates and resolves disputes.
- Independently conducts complex analyses, research projects and studies and oversees analytical activities including budget, administrative and operation issues.
- Composes and presents comprehensive, concise and effective oral and written reports, communications and presentations on complex matters to diverse technical and non-technical audiences; reviews and evaluates forms and manuals and recommends changes
- Works with the City Information Systems Department on implementing or revising system needs, methods and procedures including developing and maintaining management information systems that support the needs of the department; participates in and directs the preparation and maintenance of necessary records and reports.
- Administers all of the requirements for a federally or state funded project (such as collection of contractor payroll data, solicitation of minority contractors, DBE program compliance, funding reimbursement requests, etc.).
- Receives and responds to citizen inquiries.
- Participates with project teams in developing strategies and implementing department programs.
- Attends meetings and makes presentations to other departments, City Council and outside agencies as requested.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. Additionally, the need to lift, drag, and push files, paper, and documents weighing up to 25 pounds is required. The incumbent must occasionally work outside in varying weather conditions to perform inspections and field meetings.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

A combination of education and experience that has provided the applicant with the knowledge, skills, and abilities necessary for a **Senior Management Analyst**. A typical way of obtaining the required qualifications is to possess the equivalent of four years of responsible experience in public administration or contract administration or increasingly responsible experience as a Management Analyst, and a bachelor's degree from an accredited college or university in Business or Public Administration, or a related field.

License/Certificate:

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

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Modern principles, practices, and methods of administrative and organizational analysis; public administration policies and procedures; principles and practices of contract development and administration; computerized contract tracking systems and maintenance management database systems; research and reporting methods, techniques, and procedures; principles of mathematics and statistical analysis; structure and organization of public sector agencies; principles and practices of budget development and implementation; methods and techniques of supervision, training, and motivation; basic principles of mathematics; applicable federal, state, and local laws, codes, and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices, and equipment; modern office practices, methods, and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

Ability to:

Analyze financial, budgetary, administrative, operational, and organizational problems; develop and administer a wide variety of contracts; monitor and audit assigned contracts to assure equity, efficiency and integrity; work cooperatively with all departments and outside agencies; work with other employees, supervisors and managers to move concepts, projects and work assignments toward successful completion in a timely manner; assist in the development and administration of CIP and other budgets; prepare clear and concise administrative documents and reports; analyze, interpret, summarize, and present a variety of fiscal, statistical, and administrative reports in an effective manner; plan, organize, train, evaluate, and direct work of assigned staff; perform mathematical calculations quickly and accurately; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner;

communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing, spreadsheet and other software applications.

B610 SENIOR MANAGEMENT ANALYST
BAMM
EXEMPT
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