

CITY OF RIO VISTA
MANAGEMENT ANALYST

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities 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: provides a variety of professional management support to the City by conducting studies, developing recommendations for action, developing policies and procedures, overseeing projects, programs, and agreements and acting as liaison for the City with a variety of private and public organizations and regulatory agencies; provides expert professional assistance to City management staff in areas of expertise; fosters cooperative working relationships among City departments and other governmental and regulatory agencies; and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

The **Management Analyst** is a confidential position that serves in a variety of administrative, coordinative, analytical and liaison capacities, as required by the changing needs of the City and as directed by the City Manager. Successful performance of the work requires knowledge of public policy, municipal functions and activities, including the role of an elected City Council, and the ability to develop, oversee and implement projects and programs in a variety of areas. This position is a mid-management position.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from the City Manager. May exercise technical and functional supervision over office support staff.

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

- Conducts organizational, operational, financial and analytical studies; evaluates alternatives; prepares recommendations and narrative and statistical reports; and implements policy and procedural changes after approval.
- Provides staff support, including preparing agendas and staff reports and following-up on actions taken for various boards, committees and commissions.
- Provides input into the development and implementation of goals, objectives, policies, procedures and work standards for the City; provides input into the development and administration of the City's budget.
- Makes presentations to the City Council, Redevelopment Agency and other City commissions and committees; represents the City in meeting with members of community, business, professional, educational and governmental organizations; may represent the City in contacts with the media.

MANAGEMENT ANALYST

Page 2

- Serves as a professional staff resource to City managerial staff.
- Prepares and directs the preparation of a variety of written correspondence, reports, policies, procedures, ordinances, requests for proposal, agreements and other written materials.
- Maintains a variety of working and official files.
- Monitors changes in laws, regulations and technology that may affect City activities and functions; implements policy and procedural changes as required.
- May direct the work of staff on a project or day-to-day basis; trains staff in work procedures.
- Receives, investigates and responds to citizen complaints, inquiries and requests for services.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

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. May require attendance at off hours meetings.

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

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Management Analyst**. A typical way of obtaining the required qualifications is to possess equivalent to graduation from a four-year college or university with major course work in business or public administration, public policy or a field related to the work and three years of administrative or professional staff support experience in a public agency setting.

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)*

Knowledge of:

Principles, practices and procedures of public administration in a municipal setting; functions and services of a municipal government; principles and techniques of conducting analytical studies, evaluating alternatives and making sound recommendations; basic supervisory principles and practices; basic budgetary and contract administration practices in a public agency; applicable laws, codes and regulations; computer applications related to the work; records management principles and practices; techniques for making effective public presentations; techniques for dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.

Ability to:

Conduct complex administrative, operational and financial studies, evaluate alternatives, make sound recommendations and prepare effective narrative and statistical reports; plan, assign and review the work of others; train staff in work procedures; assist, develop and implement goals, objectives, policies, procedures, work standards and internal controls for the department and assigned functional areas; interpreting, applying and explaining complex laws, codes, regulations and ordinances; making effective presentations to groups; maintaining accurate records and files; effectively representing the departments and the City in meetings with governmental agencies, contractors, applicants and various professional and regulatory organizations; preparing clear and concise reports, correspondence, policies, procedures and other written materials; organizing own work, setting priorities, effectively multi-tasking and meeting critical deadlines; using tact, initiative, prudence and independent judgment within general policy and legal guidelines; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.