



## CITY OF SOLVANG JOB DESCRIPTION

*This is not an individualized job description. It defines the general character and scope of responsibilities. It is not intended to describe and does not necessarily list every duty for a given position.*

### **MANAGEMENT ANALYST**

#### **JOB DEFINITION**

Under general supervision, to perform a variety of specialized, administrative, and analytical duties in support of City operations and departments, including human resources, risk management, recreation, information technology, business process improvements, budget analysis, purchasing, business certificate program, and related functions, as assigned; to assist the City Manager on implementation of departmental and City-wide programs, policies, and planning related to human resources and City operations; and to perform other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS**

This is a professional management level position. An incumbent is expected to carry out general administrative assignments and special projects with only minimal supervision and refers to supervisory personnel those matters which involve policy and procedure decisions, technical questions, deviations from standard practice and unusual public relations problems. Work is reviewed through daily/weekly consultation for accuracy, conformance with established standards and quality and adherence to instructions.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Administrative Services Director.

May exercise direct supervision over assigned technical and administrative support personnel.

May exercise work leadership including the supervision of interns and volunteers and/or may provide guidance and leadership for daily activities and assigned projects or tasks with others as assigned.

#### **ESSENTIAL FUNCTIONS STATEMENTS**

- Assists in establishing and implementing organizational policies and procedures; monitors effectiveness of policies and procedures and makes recommendations for improvement as appropriate.
- Responds to requests for information and assistance from officials, management staff, outside agencies, City employees, and the public.
- Participates in the development and implementation of new or revised human resources programs, systems, procedures, and methods of operation.
- Monitors and manages the City's general insurance program; assists with renewal of policies; coordinates acquisition of insurance; responds to questions from departmental

staff and interacts with the City's joint powers authority/insurance brokers.

- Participates in organization and staffing studies of City departments.
- Keeps abreast of new laws and regulations effecting area of responsibility, risk management, and human resources.
- Utilizes various computer applications and software packages; enters and maintains data; generates reports from a database or network system; creates documents using word processing software. Prepares reports for the City Manager.
- Assist with the management and oversight of various special projects as assigned, inter-departmental process improvements, and cyclical performance audits of various operations.
- Assist in the preparation, development, and administration of department or division operating, multi-year and/or capital improvement budgets.
- Collect, compile and analyze information from various sources on a variety of specialized topics related to programs administered by the position or by management staff including complex financial, budget, or administrative issues or questions.
- Prepare and present staff reports and presentations at various City Council, commission/board, and other governmental meetings; draft City Council documents; serve on various committees and task forces.
- Research grant opportunities and prepare grant proposals; monitor and administer grants.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Develops purchasing policies, standards, and procedures and monitors compliance with them.
- Develops and implements city-wide information technology systems policies and standards, coordinates preparation of city-wide priorities for new systems acquisitions and replacements.
- Coordinates department training activities; administers department budgets; implements city-wide personnel policies at the department level.
- Assures adequate support, maintenance and training for organization-wide office automation applications, including local and wide area network operations, data communications, and other electronic systems (such as telephones and copiers).
- Supervises Senior Recreation Coordinator and works with City Manager to meet desired recreation service levels.
- Administers business license certificate program.
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- Perform related duties as assigned.
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### **EXPERIENCE, TRAINING, AND LICENSE**

*Any combination of experience and training that would likely provide the required knowledge and abilities may be qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Qualifications:**

Graduation from an accredited college or university with a Bachelor's degree or equivalent in

Business or Public Administration, or a related field.

Master's Degree in a related field is desired.

Three years of increasingly responsible municipal administrative experience or substantial experience in administration and management of an organization.

Possession of a valid Class "C" California driver's license and a satisfactory driving record. The City Manager or his/her designee may accept a valid driver's license from another state if applicant acknowledges his/her intent and ability to acquire a California driver's license within three months by signing an acknowledgement form.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

#### Knowledge of:

Principles and practices of administration including program monitoring, personnel policy, project measurement and control administration.

Municipal operations, procedures, policies, laws, objectives and organization.

Research methods and techniques, statistical and work measurements, and standards development and implementation.

Computer literacy.

Modern office practices, procedures and equipment.

Recordkeeping techniques and procedures.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Budget systems and procedures.

Principles of project management.

Contract management.

#### Ability to:

Research, recommend, and develop new policies impacting department operations/procedures; perform moderately difficult and/or complex professional administrative and analytical work requiring the highest levels of confidentiality and sensitivity to issues; respond to problem situations in an effective manner in coordination with the City Manager; deal constructively with conflict and develop effective resolutions; organize, set priorities and exercise sound independent judgment within areas of responsibility; organize and maintain office and specialized files; compose routine correspondence from brief instructions; communicate clearly and effectively orally and in writing; understand and follow written and oral instructions; prepare clear, accurate and concise records and reports; use tact and discretion in dealing with sensitive situations; and establish and maintain effective working relationships with the City Manager, City Council, management, staff, the public, and others encountered in the course of work; provide excellent customer service; skillfully and safely operate a motor vehicle when required in the course of performing work duties.

### **SPECIAL REQUIREMENTS**

Ability to attend special City events including weekends, evenings and holidays, as required.

Ability to attend night meetings and work extended hours, as needed and/or required.

## **PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Physical Demands:**

While performing the duties of this class, the employee is constantly required to sit and frequently stand, walk, talk and hear, both in person and by telephone; use hands or fingers to handle, touch, or operate standard office equipment; and reach with hands and arms. Employee occasionally reaches for items above or below desk level, and lifts and carries records and documents, typically weighing less than 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus; travel by vehicle while conducting City business.

### **Mental Demands:**

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; exercise sound judgment in the absence of specific guidelines; establish priorities and work on multiple assignments and projects concurrently; meet intense and changing deadlines given continual interruptions; and interact appropriately with staff, management, City officials, Boards, Commissions, contractors, consultants and others encountered in the course of work.

## **WORKING CONDITIONS**

The employee typically works in an office environment. Non-traditional work hours may be required in order to accommodate the City's needs including attendance at City Council meetings, special City events, and matters requiring the presence of the incumbent. These hours may include, but are not limited to: weekends, evenings and holidays. The employee may be required to travel using public transportation. Generally clean work environment with limited exposure to conditions such as dust, fumes, odors or noise. Travel throughout the City may be required.

## **FLSA STATUS**

This is an Exempt classification.

