



Job Code: 0105
FLSA: E
Unit: MGMT
Revised:

MANAGEMENT ANALYST

DEFINITION

Performs varied and responsible management assistance and analysis for an assigned department including complex and sensitive information collection, evaluation and report writing activities; acts as project manager; may provide supervision and training within assigned department; may be assigned as city's staff representative to inter-governmental committees, outside agencies and project teams.

SUPERVISION RECEIVED/EXERCISED

Receives general supervision from a department director or division manager. Exercises no routine supervisory responsibility, but may direct the activities of clerical support staff on an occasional basis.

TYPICAL DUTIES

1. Performs responsible administrative and analytical support to the assigned department. Serves as liaison on administrative matters between the department and other city departments, committees and citizen groups.
2. Conducts complex research projects; gathers and analyzes data; writes reports; develops recommendations, cost implications and implementation guidelines for new programs and existing and proposed projects.
3. Develops new and reviews established procedures, systems and standards, and makes recommendations on modifications or changes in organization, staffing and related management activities.
4. Assists department head and other professional staff in determining priorities, methods, standards and sequences of work necessary to achieve objectives.
5. Reviews memoranda, reports and analyses to summarize and make recommendations.
6. Analyzes and develops processes, procedures and forms for work simplification, computer application and methods for improving workflow.
7. Prepares and coordinates a variety of information and statistical data for reports, presentations, grant applications and special projects.
8. Acts as staff to assigned committees by preparing meeting agendas, reports, monitoring programs and presenting proposals and recommendations.

City of Pleasanton

Management Analyst- Page Two

9. Attends departmental staff meetings and provides staff assistance by conducting research, preparing information and written reports for meetings.
10. Provides information to staff and the public related to assigned activities; prepares press releases, City Council staff reports and presentations; and answers correspondence.
11. Assists in preparation and administration of the department budget; prepares financial and statistical information.

Knowledge, Skills and Abilities

Knowledge of:

1. Principles, methods and trends of public and business administration including organization, fiscal management and research methodology, municipal finance and budgeting.
2. Financial analysis and statistical methods.
3. Methods and practices of financial record-keeping and report preparation.

Skill and ability to:

1. Organize, prioritize and coordinate varied work activities using initiative and independent judgment.
2. Read, interpret and apply rules, policies and procedures.
3. Effectively collect and analyze complex and sensitive information.
4. Summarize facts and recommendations accurately and prepare clear and concise written reports.
5. Make effective public presentations.
6. Understand and carry out oral and written instructions.
7. Establish and maintain effective working relationships with others.

DESIRABLE QUALIFICATIONS

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

City of Pleasanton

Management Analyst- Page Three

Education:

Possession of a Bachelor's degree in Public or Business Administration or a related curriculum.

Experience:

Four years of professional experience related to the department or program the position functions within, with at least two years in a public agency.

License:

A valid California Driver's License is required.