

## CITY OF LATHROP

### SENIOR 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 general direction, performs a wide variety of complex professional, administrative, human resources, analytical, and management support within assigned program areas; supervises administrative functions and staff; develops, implements, and administers assigned program responsibilities, including budget preparation, financial management, and grant coordination; conducts research; assumes responsibility for the more difficult and complex tasks; performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Senior Management Analyst** is the lead/advanced journey level class in which the incumbent is expected to demonstrate a high-level of independent problem solving abilities and perform the full scope of administrative, analytical, and management duties within an assigned department or specialized program area. Incumbents in this class are given the most complex and difficult work and carry out assignments using independent judgment and problem solving skills. This classification is distinguished from the next higher classification of Assistant Department Director in that the latter has overall responsibility for select department operations.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives general direction from an Assistant Department Director/Deputy Director or Department Head. Exercise direct and indirect supervision over technical and office support staff in administration.

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

- Conducts studies of organizational, administrative, and operational issues; reviews and analyzes processes, procedures, and work methods; analyzes legislation; develops funding proposals, policy alternatives, and strategies; prepares and presents reports and recommendations; demonstrates an understanding of applicable policies, procedures, and work methods associated with assigned duties.
- Provides advanced and complex staff support to departmental management; facilitates and coordinates interdepartmental projects; provides complex analytical support for financial, operational, and organizational issues; coordinates and manages assigned special projects.
- Assumes operational authority over advanced projects, services, or administrative operations; trains and supervises assigned support staff; maintains financial and administrative processes and records; develops policy and procedural recommendations; develops, implements, and monitors assigned budgets; monitors contracts and related documentation; performs customer service functions.

- Supervises administrative staff; selects and trains staff; prepares performance evaluations and makes recommendations regarding disciplinary actions for subordinate staff.
- Participates in the development and implementation of departmental and program budgets; prepares recommendations; analyzes past and future revenue projections; participates in the forecast of necessary funds for staffing, materials, services, and supplies; monitors and assists in the administration of the approved budget.
- Serves as a liaison with employees, public, and private organizations, community groups, and other organizations; provides information and assistance regarding assigned program and service areas; responds to and resolves inquiries and complaints; writes, edits, and designs articles for City publications, newsletters, and press releases; participates in public relation tasks.
- Advises and assists department management and employees in a variety of complex human resource matters, including interpretation and application of personnel rules, administrative policies, memoranda of understandings, and the processing of employee grievances; assists with activities such as job classification and compensation plan, group benefits, recruitment, selection, and employee records.
- 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.

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:**

Any combination of education and experience that has provided 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 two years of progressively responsible administrative, analytical, and technical experience equivalent to that of a Management Analyst II in the City of Lathrop, and a bachelor's degree in business administration, public administration, accounting, or a related field. A master's degree is desirable.

**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:**

Modern principles, practices, and methods of administrative and organizational analysis; public administration policies and procedures; principles of grant proposal writing and administration; research and reporting methods, techniques and procedures; methods and techniques of supervision, training, and motivation; principles of mathematics and statistical analysis; structure and organization of public sector agencies; principles and practices of public personnel administration, budget development and implementation; 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 complex financial, budgetary, administrative, operational, and organizational problems; maintain confidential data; consult effectively with management, staff, and the public; develop, coordinate and administer assigned work programs, and grants; identify private, state, and federal funding sources; serve as a liaison between various public agencies; develop and administer a budget; 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; 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.