

**MANAGEMENT ANALYST**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**DEFINITION**

Management Analyst is an entry level classification, with duties in support of the general administration of the City and to provide responsible professional, administrative and technical assistance in the development and implementation of City programs; to provide highly responsible analytical staff assistance including to conduct specific and comprehensive analyses of a wide range of municipal policies involving organization, procedures, finance, and services; to manage various projects; and to assist in office management functions.

**SUPERVISION RECEIVED AND EXERCISED**

Management Analyst is not a supervisory position. Reports to and supervised by the City Manager or his/her designee including Department Heads.

**DISTINGUISHING CHARACTERISTICS**

An entry level general professional classification. Incumbents perform a variety of assignments related to the general administration of the City and fulfillment of the City's strategic plan and budget goals. Management Analyst receives specific, well-defined assignments that support others in the City. As experience is gained, assignment may become broader and project oriented. The work is reviewed while in progress and upon completion.

**EXAMPLE OF RESPONSIBILITIES AND DUTIES** – *Not meant to be an exhaustive list of all duties and responsibilities.*

- Provide responsible professional and technical assistance in the development, administration and implementation of City programs.
- Using information processing, analytical and communication skills, Management Analyst performs a range of duties including writing correspondence, reports, and special studies.
- Collecting, interpreting and analyzing data using a variety of methods.
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- Monitor and coordinate the daily operation of assigned program areas.
- Manage, direct and coordinate special projects and program as assigned, including special events, capital projects, solid waste, and storm water.
- Assist in the preparation and monitoring of the budget and capital improvement program; make budget recommendations relative to assigned program areas of responsibility; and administers budgets including reviewing and processing invoices and payments.
- Prepare grant proposals; monitor active grants to ensure that stipulations and regulations regarding the use of funds are met; and maintain appropriate records.
- Prepares Requests for Proposals/Qualifications, evaluates proposals, and prepares Professional Services Agreements for consultant and other services.
- Assist with capital projects as assigned.
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## CITY OF HERCULES

- Performs related duties as assigned.

**ESSENTIAL FUNCTIONS** – *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

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### **Ability to:**

- Make oral presentations to management staff, commissions, City Council and the community.
- Learn and apply the policies, procedures, rules and regulations of the City, applicable to this classification.
- Analyze pending legislation that may impact the City.
- Meet expressed deadlines and targeted project dates.
- Apply knowledge in the daily performance of assigned duties.
- Perform routine and complex administrative work with speed and accuracy. Able to deliver work product efficiently according to expectations and within available resource budgets.
- Communicate effectively orally and in writing.
- Make field site visits and inspections, including the traverse of uneven terrain.
- Manage and oversee contracts delivery and performance.
- Keep accurate records and files.
- Build and maintain cooperative relationships with City staff, and outside public/private entities.  
Work within budget and prepare specific budgets for projects
- Perform basic report writing formats.
- Operate office equipment including computers and supporting word processing and spreadsheet applications.
- Prepare clear and concise memorandums.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Preserve confidentiality of sensitive material routinely encountered as part of work assignments.

### **Equipment, Methods and Guidelines:**

- Applies guidelines for prudent business practices and policy and procedures of the City.
- Uses City vehicles, telephones, computers and equipment for business use.  
Must be highly proficient in the Microsoft Office suite (Excel, Word and PowerPoint) and Outlook.

## **QUALIFICATIONS**

### **Knowledge of**

- Local public agency mission, organization and function.
- Principles and practices of public administration.
- Methods and techniques of statistical and fiscal analysis and report writing.

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- Principles and practices of good customer service, project management, effective interpersonal communications, and safety practices.

**EXPERIENCE AND EDUCATION/TRAINING GUIDELINES**

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

**Education/Training:**

Bachelor's degree from an accredited college or university with major coursework in city planning, urban studies, engineering, real estate, finance, business, public administration, or in related fields. Current related job skills and projects will be weighted and considered beneficial.

**Experience:**

One year of progressively responsible professional experience in local, state or special district government agency administration is preferred

**WORKING CONDITIONS**

Work is conducted primarily in an office setting, but may include visits to existing and potential businesses and to proposed development sites. It may also involve frequent attendance at meetings, including some which are conducted on weekends or during the evening. The work may also involve irregular hours and some out-of-town travel.

**Environmental Conditions:**

Office environment; exposure to computer screens.

**Physical Conditions:**

Emphasize speech, hearing, vision and stamina associated with attendance at evening meetings following a normal work day. Essential and marginal functions may require maintaining physical condition necessary for walking, standing, lifting (5-30 lbs), sitting for prolonged periods of time, or performing repetitive data entry functions. J

**General Requirements**

- A valid California Driver's License and satisfactory driving record are conditions of initial and continued employment.
- Requires the mental and/or physical ability to: work in a standard office environment; drive a vehicle; read fine print, such as blueprints and maps; operate a computer; converse by telephone, in person and to large groups and be clearly understood; and stamina to work additional hours as required by duty.
- A generally flexible and proactive productive work ethic. Must be able to work with all department managers, staff and the public.

*Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.*