



Job Description

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| Title: | Management Analyst | | Created: | 06/2015 |
| Salary Level: | 434 | | FLSA Status: | Exempt |
| Supervisor: | Public Services Director | Supervises: | Applicable Clerical Support Staff | |
| Job Family: | None | Bargaining Unit: | Management/Confidential | |

JOB SUMMARY:

Performs a wide variety of administrative and analytical duties in support of the Public Services Department; liaison between the Public Services Director and other City departments; provides a wide variety of professional, administrative, analytical support within assigned program areas; administration of the City's housing programs; and performs other related duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs a wide variety of professional, administrative, fiscal, and analytical support to the Public Services Director, sometimes of a confidential nature.
- Provides staff support to department management; facilitates and coordinates interdepartmental projects; provides analytical support for financial, operational and organizational issues; coordinates and manages assigned special projects.
- Serves as a resource to City departments; confers with departments on initiatives, programs and projects; provides advice regarding strategic planning and ensures consistency with City goals and objectives; assists with the development of alternative solutions, recommendations and implementation.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.
- Evaluates operations and activities of assigned responsibilities; recommends improvements and modifications.
- Serves as 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 presents staff reports to the City Council.
- Analyzes the financial history and condition of loan applications; advises property owners of available financial assistance; furnishes information to applicants concerning program rules, regulations and policies; and assists with completion of loan applications.
- Investigates, assembles and analyzes data, and evaluates loan application credit standing; oversees the preparation of loan requests to be presented to the loan committee for approvals.
- Maintains organized, accurate records of housing programs, grants, and special projects.
- Performs related duties as required.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Management Analyst (Continued)

ABILITY TO

- Consult effectively with management, staff and the public.
- Serve as liaison between various public agencies.
- Organize, prioritize and follow-up on work assignments.
- Read, interpret and record data accurately.
- 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.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research and analyze a variety of complex technical and administrative problems; make sound policy and procedural recommendations.
- Plan, initiate and complete work assignments with minimum direction.
- Communicate clearly and concisely, both orally and in writing.

KNOWLEDGE OF

- Principles and practices of public administration.
- Requirements and procedures of CDBG and other housing related programs.
- Modern office procedures, and methods including computer equipment, word processing, spread sheet, graphic presentations and other needed software applications, as well as internet and electronic communication usage and methods.

EDUCATION and/or EXPERIENCE

Equivalent to Bachelor's degree from an accredited college or university with major coursework in public administration, business administration, accounting, finance, economics or a closely related field and two years of increasingly responsible administrative and analytical experience with a municipality.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid California driver's license.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS

Management Analyst (Continued)

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in inside environmental conditions. The employee may be required to attend evening meetings and travel and occasionally works with a video display terminal for prolonged periods. The noise level in the work environment is usually moderate.