



CITY OF HALF MOON BAY

Job Specification

Class Title: Senior Management Analyst

Status: Exempt

Department: All Departments

Reports To: Department Director

Employee Group: Represented Management

Adopted by City Council/Resolution Number: June 16, 2015

Modified:

DEFINITION

Provides administrative, program, project and budgetary support to a department; plans, develops, and carries out specific programmatic responsibilities related to the department to which assigned; analyzes departmental practices and procedures and makes recommendations for administrative and operational improvements; represents the department and the City in a variety of meetings and presentations; and performs other related duties as assigned.

SUPERVISION RECEIVED/EXERCISED

The Senior Management Analyst receives general direction from executive level departmental or administrative management personnel. Responsibilities may include direct and indirect supervision of technical and clerical staff.

IMPORTANT AND ESSENTIAL DUTIES

The Senior Management is responsible for, but not limited to, the following duties:

- Provides responsible professional and technical assistance in the development, administration and implementation of City programs; assists in formulating program policy, goals and procedures; collects and compiles relevant data supporting recommendations.
- Assists in the development of new program elements and program modifications as necessary to meet goals and objectives; monitors and coordinates the daily operation of assigned program area; and, performs analytical work and maintains appropriate records and statistics.
- Provides highly responsible analytical staff assistance including conducting specific and comprehensive analyses of a wide range of municipal policies involving organization, procedures, finance and services.
- Prepares reports, publications and presentations on all pertinent aspects of proposed programs and projects.
- Develops and manages community engagement efforts to support programs and projects.
- Responds to complaints and requests for information from the public and City staff; researches requested information and determines appropriate resolutions; and manages, directs and coordinates special projects and programs as assigned.
- Coordinates the purchasing process, including researching quotes for jobs and managing vendors.

- Assists in the development, coordination and monitoring of the department budget; prepares expenditure summary reports; and manages and analyzes multiple Federal, State and local funding sources.
- Prepares grant proposals; monitors active grants to ensure that stipulations and regulations regarding the use of funds are met; and maintains appropriate records.
- Assists with the negotiating, drafting and administration of contracts and agreements; participates in and coordinates or facilitates departmental and/or Citywide committees and projects.
- Represents the City in interdepartmental, community, and professional meetings as required.
- Plans, coordinates and implements events; coordinates forums, community and volunteer meetings, and related activities.
- Performs related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles and practices of organization and public administration.
- Methods and techniques of performance measurement.
- Effective report writing, research and presentation techniques.
- Principles and practices of advanced project management and workflow analysis.
- Principles, methods, and practices of municipal finance, budgeting, accounting, and personnel management.
- Pertinent State, Federal and local laws and regulations.
- Principles of contract and grant administration.

Skill to:

- Plan and organize work assignments.
- Use tact, discretion, initiative and independent judgment within established guidelines.
- Set priorities, meet critical deadlines, and follow up on assignments with minimum direction.
- Apply logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate policies, procedures and protocols.
- Communicate clearly and effectively, both orally and in writing.
- Prepare clear and concise reports, correspondence and other written materials.

Ability to:

- Work effectively with the community, stakeholders, City/Agency staff and contractors.
- Perform a wide variety of complex analytical duties with little to no supervision.
- Manage complex or sensitive projects.
- Review complex organizational, administrative and financial problems, and recommend and implement an effective course of action.
- Interpret and apply policies, procedures, rules and regulations.

EDUCATION AND EXPERIENCE

Sufficient education and experience to satisfactorily perform the duties of this classification are required. Any combination of experience and training that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Possess a Bachelor's Degree from an accredited four-year college or university with major course work in Public or Business Administration or a closely related field; and

Experience:

Five (5) years of general administrative/organizational experience, preferably in local government.

PHYSICAL DEMANDS

The ability to maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned.

WORKING CONDITIONS

Working in a standard office environment is required in this position. The incumbent must travel to and from work site and to meetings during assigned hours of work. Specific duties and responsibilities may result in evening or late hours of work.

LICENSES, CERTIFICATES AND REGISTRATIONS

Possess a valid California class "C" Driver's License