



CITY OF ORINDA SENIOR MANAGEMENT ANALYST

DEFINITION

Under general direction, performs a wide variety of administrative, analytical and project management duties for the City Manager and/or other Departments; directs and manages assigned special projects and programs; acts as liaison for the City with a variety of private, public, and community organizations and regulatory agencies; conducts studies and evaluations for assigned projects and programs and develops, summarizes and maintains administrative and fiscal records. The work requires extensive public contact, communication and presentation skills.

SUPERVISION EXERCISED

May exercise direct supervision over professional, technical, and administrative support staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Oversee assigned projects and programs and administrative support functions including grants, budgeting, purchasing, capital projects (such as drainage and local roads), or other specialized programs such as emergency preparedness and planning.

Represent and provide staff liaison support to a variety of committees, task forces, and boards; prepares and presents staff reports and other correspondence as appropriate and necessary, responds to and resolves inquiries and complaints.

Plan, coordinate and implement a variety of communications including preparation of press releases, City Council staff reports, website updates, newsletter articles, social media posts and other informational pieces; assists in preparation of various presentations in support of City programs, services and initiatives.

Lead, coordinate, and manage civic engagement activities and projects including outreach and public education programs.

Participate in special projects including research of new programs and services, budget analysis and preparation, and feasibility analyses.

Develop and implement new or revised programs, systems, procedures, and methods of operation; compile and analyze data and make recommendations regarding staffing, equipment, and facility needs.

Draft or assist in drafting and implementation of City policies and procedures; assist in the preparation of ordinances and other supporting program documents.

Conduct grant research and determine appropriate grant prospects for City projects and programs.

Participate in the preparation, administration, monitoring, and reporting of budgets; including compliance with specific grant or other required funding restrictions

Collect, compile and analyze information from various sources on a variety of specialized topics, including complex financial budget, or administrative issues or questions; prepare comprehensive technical records and reports to resent and interpret data, identify alternatives and make and justify recommendations.

Conduct surveys and perform research and statistical analyses on administrative, grants, fiscal, personnel, and operational problems or issues; monitor and analyze grant submittal opportunities; monitor legislation and analyze proposed legislation.

Direct the work activities of assigned professional, technical and administrative support personnel; prioritize and coordinate work assignments; review work for accuracy; recommend improvements in work flow, procedures and use of equipment and forms.

Assist in obtaining goods and services by negotiating contracts, agreements, and leases; ensure compliance with insurance requirements and risk management; Provide general administration, monitoring, review and administration of contracts and agreements.

Represent the City on regional and County and other committees and working groups as assigned

Coordinate economic development and downtown revitalization; interact and develop relationships with local business leaders and the Chamber of Commerce.

Build and maintain positive working relationships with co-workers, commissioners, other City employees and the public using principles of good customer service.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of municipal government management.

Municipal programs including grants, purchasing, finance, and budgeting.

Recent developments, current literature, sources of information, and research techniques related to grant programs, services, and administration.

Organizational and management practices as applied to the analysis, evaluation, development and implementation of programs, policies and procedures.

Principles and practices of municipal government budget preparation and administration.

Principles of personnel management including supervision, training and performance evaluation.

Research and reporting methods, techniques and procedures.

Sources of information related to a broad range of municipal programs, services and administration.

Pertinent Federal, State and local laws, codes and regulations.

Modern office procedures, methods, and computer equipment.

Computer applications including common packages for spreadsheets, databases, word processing, and presentation software.

Principles and procedures of record keeping.

Public relations techniques.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

Ability to:

Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.

Effectively administer a variety of departmental programs and administrative activities.

Plan, organize, and carry out assignments from management staff with minimal supervision and direction.

Write, prepare, and submit grant proposals.

Engage productively and positively in a range of interpersonal and inter-agency functions.

Interpret and apply Federal, State, and local policies, procedures, laws and regulations.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Conduct research on a wide variety of administrative topics including grant funding, service contract feasibility, budget and staffing proposals, and operational alternatives.

Analyze, interpret, summarize and present administrative and technical information and data in an effective manner.

Evaluate and develop improvements in operations, procedures, policies, or methods.

Develop and administer assigned budgets.

Organize, direct, and coordinate the work of assigned professional, technical, and administrative support staff.

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

Interpret and apply administrative and departmental policies and procedures.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Experience:

Four years of increasingly responsible administrative and analytical experience involving researching, analyzing, and recommending policies, procedures and actions on a variety of administrative issues.

Training:

Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a related field. A Master's degree is desirable.

License or Certificate:

Possession of, or ability to obtain a valid California driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment; ability to travel to different sites and locations including outdoor field sites as required to complete project duties and tasks.

Incumbents in this class must be able to attend evening meetings.

Employee Group: Unrepresented
FLSA Status: Exempt
Revised: May 2021