



City of Laguna Niguel Job Description

SENIOR MANAGEMENT ANALYST

Executive and Management Group

FLSA: Exempt

MANAGEMENT ANALYST

Middle Management, Professional, and Supervisory Unit

FLSA: Exempt

MANAGEMENT ASSISTANT

Maintenance, Clerical and Technical Unit

FLSA: Non-exempt

DEFINITION

Perform a variety of complex technical and administrative duties for an assigned department; conduct research, evaluation, and analysis of various programs and services; prepares detailed reports and recommendations; conducts special projects; supervises or coordinates special functions; recommends administrative or policy changes; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

Management Assistant

This is the entry-level class in the Management Analyst series. Since this class is typically used as a training class, employees may have only limited work experience and will receive regular instruction and assistance from supervisory staff.

Management Analyst

This is the journey-level class in the Management Analyst series. Employees at this level are required to have experience specific to the duties and responsibilities of the assigned department.

Senior Management Analyst

This is the advanced journey level professional classification. It is distinguished from other classes in the series by the degree of knowledge and independence required to perform assigned responsibilities. The Senior Management Analyst conducts projects or directs programs within the parameters of desired objectives, methods to be utilized, and schedule constraints. The incumbent works within general guidelines and statements of expected results and has wide latitude for independent decision making. The Senior Management Analyst may direct subordinate staff in the execution of assigned duties.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned Department Head or the Assistant City Manager.

EXAMPLES OF IMPORTANT DUTIES AND RESPONSIBILITIES

Important responsibilities and duties may include, but are not limited to, the following:

- ◆ Provide technical and administrative support to Department Head and other Professional staff.
- ◆ Conduct research, studies, and surveys on a variety of Departmental programs, systems, operations, or activities; evaluate data; make recommendations.
- ◆ May present reports of findings and recommendations on programs managed, operating and organizational procedures, pending and approved legislation and cost comparison.
- ◆ Take a lead role in budget preparation, analysis and administration; review budget requests with the Department Director; investigate proposals for new programs, services, equipment, and personnel; prepare reports recommending adjustments in budget proposals; prepare and control development of annual budget; conduct financial studies and prepare revenue estimates and forecasts; coordinate and process Department invoices.
- ◆ Prepare, develop and administer the Capital Improvements Program (CIP) cooperatively with engineering staff; provide the financial oversight, fund management and reporting on the CIP; oversee and perform fiscal project management and budget analysis on all capital improvement and assigned special projects.
- ◆ Compile, analyze, and record statistical and narrative information for reports and records; conduct or complete surveys; as directed, respond to inquiries regarding City operations and programs; provide explanation of City-wide activities, policies and procedures.
- ◆ May lead or participate in committee activity, contributing views and interests of the Department in the execution of responsibilities.
- ◆ Prepare reports and correspondence for presentation to Department Head, City Manager, or City Council; write bulletins, news releases, and newsletters; prepare procedural manuals and brochures.
- ◆ May represent the City in the community and at professional meetings; participate in various civic groups.
- ◆ May prepare mandated reports to various Federal, State, and County agencies.
- ◆ Perform related duties as assigned.

- ◆ **Assignment to various City departments may require other duties and responsibilities specific to the assigned department.**

QUALIFICATIONS

Knowledge of:

- ◆ Modern principles and practices of public administration, public program administration, governmental public relations, and grant writing.
- ◆ Principles of research and analysis; sources of information pertinent to public sector administration.
- ◆ Pertinent Federal, State, and local laws, codes, and regulations.
- ◆ Effective public relations techniques.
- ◆ A variety of computer programs.

Ability to:

- ◆ Perform complex administrative and analytical activities for assigned programs.
- ◆ Community effectively, both orally and in writing.
- ◆ Research, analyze, and evaluate programs, policies, and procedures.
- ◆ Prepare clear and concise reports.
- ◆ Make oral presentations to a variety of groups, including the general public, schools, community, City departments, and employee groups.
- ◆ Establish and maintain effective working relationships.

Experience and Training:

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

Management Assistant

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a related field.

Some municipal experience performing administrative responsibilities is desirable.

Management Analyst

Three years municipal experience performing administrative responsibilities.

Equivalent to a 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.

Senior Management Analyst

Five years of increasingly responsible municipal experience performing administrative responsibilities with a municipal government.

Equivalent to a 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 preferred.

Assignment to various City departments may require other skills, abilities, and education specific to the assigned department.

Licenses:

Possession of, or ability to obtain, a valid California Driver's License.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is frequently required to sit, talk, or hear. The employee is occasionally required to walk, stoop, kneel and crouch; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the 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.

The noise level in the work environment is usually quiet.