



## City of Mill Valley

# SENIOR MANAGEMENT ANALYST

## JOB DESCRIPTION

### **DEFINITION**

Under general direction, performs a wide variety of complex and diverse advanced level professional and technical administrative duties in support of assigned department, including those requiring a significant level of expertise in a specific area. Plans, manages, and evaluates assigned programs, systems, procedures and operations; and coordinates assignments with other departments and outside agencies. Performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the City Manager or Department Head. When assigned to the City Manager's Office, this position participates as a member of the management team. This position may be assigned to provide indirect or direct supervision to office, technical, or professional staff, as well as interns, volunteers, contractors and other service providers to the City.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** *(May include but are not limited to the following):*

- Support the assigned Department Head/department in achieving citywide goals and initiatives with senior-level analysis, management, and program development.
- Assist in the coordination of interdepartmental and departmental activities with other City departments and divisions and with outside agencies.
- Plan, coordinate, evaluate, and participate in assignments and special projects including research of new programs and services, budget analysis and preparation, and feasibility analysis; prepare and present reports; review and analyze staff reports for policy compliance.
- Implement new programs by developing goals and objectives, creating systems/methods, identifying best practices and procedures, and conduct training as needed; monitor and evaluate program progress, make adjustments as necessary, and provide regular updates to management staff.
- Promote current programs; create marketing materials and newsletters and communicate with the public.

- Oversee and coordinate assigned services and project activities with other City groups, boards, committees, task forces, external organizations, and the general public; respond to and resolve difficult and sensitive inquiries and complaints.
- Perform research, conduct surveys, and provide statistical analysis and evaluation as assigned.
- Participate in the budget development and administration for assigned area of responsibility; analyze proposed operating and maintenance expenditures; track and monitor budget expenditures.
- Plan, coordinate, and evaluate activities associated with assigned contracts; participate in research and evaluation of proposed contractual obligations and agreements; negotiate with public and private sector organizations; administer assigned contracts.
- Prepare, analyze, edit, and approve bid specification packages, requests for proposals, contracts, bidding materials and contract award documents to ensure compliance with pertinent laws, ordinances, policies and procedures.
- Coordinate the research, development, review, and preparation of grant applications; monitor, evaluate, and report on grant-funded programs and activities.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in assigned field; maintain awareness of federal, state and local regulations.
- Provide assistance to assigned management staff; prepare and present staff reports to boards, committees, commissions, and to City Council.
- Perform related duties as required.

## **JOB RELATED AND ESSENTIAL FUNCTIONS**

### **Knowledge of:**

- Operational characteristics, services and activities of assigned program area including administrative, financial and/or operational functions.
- Principles and practices specific to area of assignment.
- Advanced methods and techniques of data collection, research and report preparation.
- Principles and practices of public administration and program development.
- Advanced methods of administrative, organizational, economic and procedural analysis.
- Advanced methods and techniques of program, statistical and financial analysis.
- Principles and practices of budget preparation and administration.
- Principles and practices of a purchasing program.
- Principles and practices of grant applications and administration.
- Principles of supervision, training and performance evaluation as assigned.
- Principles and practices of record keeping and records management.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, databases, and other specialized applications related to area of assignment.
- Pertinent federal, state and local laws, codes and regulations.

**Ability to:**

- Perform a wide variety of complex and diverse advanced level professional and technical administrative duties in support of assigned department including those requiring a significant level of expertise in a specific area.
- Assume responsibility for managing the more complex program areas in assigned department.
- Plan, coordinate, direct, and evaluate assigned systems, procedures and operations.
- Participate in and perform various complex organizational studies and analyses.
- Research, analyze and evaluate programs, policies and procedures.
- Collect, evaluate and interpret complex information and data.
- Prepare clear and concise administrative and financial reports.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibility.
- Analyze complex problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Identify and respond to community and City Council issues, concerns and needs.
- Review and analyze technical documents and proposals.
- Participate in budget development and administration activities as assigned.
- Supervise, organize and review the work of lower level staff as assigned.
- Select, supervise, train and evaluate assigned staff.
- Operate office equipment including computers and supporting word processing, spreadsheet, database, and other specialized applications related to area of assignment.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Perform information services system troubleshooting as required.
- Work independently in the absence of supervision.
- Effectively multi-task and prioritize.
- Interpret and apply pertinent federal, state and local laws, codes and regulations as well as City policies and procedures.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**EDUCATION AND EXPERIENCE**

Any combination of education and experience that demonstrates possession of the requisite knowledge, skill and abilities. A typical way to obtain these would be:

**Education:** Equivalent to a bachelor's degree from an accredited college or university with major course work in public administration, political science, business administration or a closely related field.

**Experience:** Seven years of progressively responsible municipal government administrative experience. Experience in public relations and/or human resources is desirable.

**License:** Possess a valid California driver's license.

**PHYSICAL DEMANDS:**

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 stand, walk, sit, talk and hear. The employee frequently is required to use hands to finger, handle or feel and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**OTHER:**

<i>FLSA Status:</i>	<i>Exempt</i>
<i>Bargaining Unit:</i>	<i>N/A</i>
<i>Approved by:</i>	<i>City Manager McCann</i>
<i>Date:</i>	<i>June 17, 2019</i>