



CITY OF WINTERS

MANAGEMENT ANALYST

DEFINITION

Under general supervision, the Management Analyst performs a variety of technical and professional duties in support of administrative operations, recycling and preparing regulatory annual reports, research, compiling and reviewing information; develops and maintains databases and spreadsheets.

DISTINGUISHING CHARACTERISTICS

The Management Analyst works under general direction to perform a broad range of difficult and complex administrative and analytical duties. The incumbent may coordinate programs, assist in planning and directing citywide programs and operations; community organizations, and public and private sector individuals. Using a moderate level of independent judgment, incumbents apply a broad understanding of administrative, financial, and analytical principles, practices, and law.

SUPERVISION RECEIVED AND EXERCISED

Public Works Director provides general direction.

TYPICAL DUTIES

Administers specific city programs and manage ongoing supervision of staff and/or contractors

Coordinate implementation of key activities of the Public Works Department including water, sewer, field services and parks.

May serve as a project manager for capital programs.

Researches, compiles, tabulates, and assembles data; assists in conducting surveys and studies; recommends and implements procedures, guidelines and processes; consults with managers and drafts policies.

Prepares statistical and narrative reports, presentations, general and technical correspondence, and promotional materials; develops forms, tracking systems, databases and spreadsheets.

Respond to and track customer service requests from the public.

Resolves difficult or sensitive customer service inquiries or problems, advises public on complex rules, policies and procedures; responds to inquiries from employees and the public.

Researches information, organizes, evaluates and compiles results and prepares detailed summaries, tracks progress of projects and payments expenditures and reimbursements.

Assists in the administration and coordination of special events, trainings, programs or projects; assists in coordinating municipal activities among City departments and/or other organizations.

Performs other or related duties as assigned.

QUALIFICATIONS

Knowledge of:

Project Management

Municipal Budgeting

Basic municipal operations, including water, sewer, public works and general maintenance.

Grants Administration

California Government regulations and requirements as related to local government.

Basic principles of technical and statistical report preparation.

Basic principles and practices of research and statistical methods.

Modern office practices, procedures, and equipment

Record keeping and reporting practices.

Basic principles and techniques of personnel, budget and purchasing.

Basic techniques of project and program management.

Skill in:

Grant Preparation

Project Management

Supervision

Contract Administration

Use of computers and computer applications and software.