CITY OF SANTA CRUZ
MANAGEMENT ANALYST

Reports to: **Department Director or other management level staff**
Supervises: **May supervise or provide lead direction to staff as necessary**
Bargaining Unit: **Mid-Management**

BASIC FUNCTION

Under direction, performs a variety of mid-management level duties in the general administration, coordination, and monitoring of departmental operations, programs, and projects; conducts research and analysis and prepares reports; develops and implements procedures and special programs.

DISTINGUISHING CHARACTERISTICS

This is the journey level analyst classification requiring a working knowledge of management principles and analytical practices. Incumbents exercise independent responsibility and judgment in conducting responsible research, analysis, and project management.

TYPICAL DUTIES *(May include, but are not limited to, those duties listed below.)*

- Develops reports and studies: may conduct research on relevant subject matter and/or by maintaining, compiling, analyzing, and projecting statistical data; coordinates material from various sources; and writes and/or edits narratives.
- Develops grant proposals; tracks funding and writes associated reports.
- Provides research, analysis, and monitoring of administrative or operational issues and programs by gathering information and data; conducts feasibility studies; prepares reports and makes recommendations.
- Coordinates public relations efforts as assigned by preparing press releases, public information material, and newsletters; meets with citizens and community groups and responds to complaints related to area of assignment received by the department.
- Monitors monthly expense reports and assists with necessary adjustments.
- Monitors and controls spending by reviewing requisitions and/or invoices for proper accounting, fund balance, and appropriation.
- Implements and/or manages projects, such as Capital Improvement Projects, by drafting requests for proposals, coordinating contractor selections, negotiating and administering agreements, and monitoring and reporting on project progress.
- Acts as liaison with other City departments, public agencies, and the public as assigned.

- Serves as staff to Council-appointed commissions and committees as assigned; provides administrative and logistical support by preparing minutes and agendas and drafting related reports and correspondence; coordinates with other City staff and the public.
- Reviews procedures, rules, standards, and regulations; makes recommendations for improvement as needed.
- Responds to general correspondence, requests for information, and questionnaires.
- May develop, implement, maintain, and report on special administrative programs within the department (e.g., energy conservation, safety, disaster response).
- May coordinate the departmental personnel functions, including recruitment and safety training.
- May supervise or provide lead direction to staff.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge:

- Principles and practices of program or project development, administration, and evaluation.
- Basic principles of budgetary management.
- Methods and techniques for record keeping and report preparation.
- Standard office practices and procedures.

Abilities:

- Accurately analyze, interpret and evaluate department, administrative, programmatic, and/or technical issues and make appropriate recommendations for actions.
- Learn more complex principles, practices, techniques, and regulations pertaining to assigned duties.
- Research, locate, and compile appropriate data, information, and material.
- Establish and maintain effective working relationships with the public, department, citywide staff, and City advisory bodies.
- Work independently and meet established deadlines.
- Effectively organize assigned tasks and meet established deadlines.
- Make oral presentations at public meetings and/or at department meetings.
- Perform statistical and budget analysis.
- Interpret, explain, and apply applicable laws, codes, rules, and regulations.
- Competently use MS Office and other computer programs and applications.
- Communicate clearly and concisely both verbally and in writing.

City of Santa Cruz
Management Analyst

LICENSES

- Possession of a valid California driver's license at date of hire and a safe driving record, or ability to provide suitable transportation which is approved by the appointing authority.

EDUCATION AND EXPERIENCE

Any combination of education and experience that provides the above knowledge, skills, and abilities combined with any required licenses is qualifying. A typical way to obtain the required qualifications is to possess the equivalent of the following:

- Bachelor's degree from an accredited college or university in business, public administration or related field and
- Two years of responsible project or program coordination and/or management experience and some research and analytic work.

DESIRABLE QUALIFICATIONS

- Knowledge of the organization and operation of a public agency.
- Knowledge of effective work management and scheduling techniques.
- General knowledge of or work experience in the function of the specific department to which assigned.
- Degree related to specific assignment.
- *Position assigned to Waste Reduction*: Experience in and knowledge of public relations and/or public outreach.

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Career Ladder
Principal Management Analyst
Management Analyst