

## MANAGEMENT ANALYST

### DEFINITION

Under general direction, performs a wide variety of professional administrative and research work of a technical nature in such fields as personnel, budgeting, purchasing, utility billing, public information, finance, management, capital projects and grant writing and administration. Analyzes and prepares reports in areas such as fiscal impacts of City developments, policy analysis, water and wastewater rate studies, human resources support and risk management issues; evaluates the long-term impacts of budget additions and compiles changes to the five year financial forecasts; demonstrates a full understanding of all applicable policies, develops and implements goals, programs and procedures within assigned areas; administers and obtains grants as necessary. Prepares reports as needed and performs related duties and responsibilities as required.

### CLASS CHARACTERISTICS

The Management Analyst is a mid-management position that is responsible for performing, overseeing and supervising tasks such as financial analysis, project management, operations, and revenue forecasting activities for the City. Incumbents are expected to have a full understanding of budgeting, financial analysis and financial reporting to work independently within established guidelines. This classification is distinguished from lower classifications in that those positions do not perform the full range of project management and/or supervisory duties.

### EXAMPLES OF DUTIES

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

1. Exercises functional and technical supervision over assigned staff; establishes positive working relationships with those contacted during the course of work;
2. Performs a variety of activities relating to the development of financial and statistical reporting, including accumulating, analyzing and tracking of revenues and expenditures; analyzes financial trends and develops projections of costs and funding opportunities.
3. Assists in managing the City's self-insured programs and coordination with the Self-Insured Joint Powers Authority;
4. Performs water and waste water rate studies and develops recommendations;
5. Provides confirmations of financing covenants, budget and receivable management program; assists in grant administration functions, coordinating grant awards and writing grant applications;
6. Provides support to close and audit financial reporting process; may require cash balance reconciliations from various bank accounts;
7. Prepares and makes financial presentations; conducts financial and policy related special projects and studies regarding banking and investment trends;
8. Installs, troubleshoots and operates a variety of financial on-line systems and local database systems; records all investments in tracking system.

9. Serves as technical advisor to City staff and officials, other agencies, outside organizations and members of the public;
10. Monitors and keeps informed of current trends in assigned program areas, including legislation, court rulings, GASB rulings, and professional practices and techniques; evaluates their impact and recommends policy and procedural modifications accordingly;
11. Establishes revenue tracking system; works with departments to anticipate annexations and developments that may have impacts on City service costs.
12. Under general direction, develops, maintains and operates City's financial and accounting systems; including payroll, utility billing, fixed assets, debt service, accounts payable, accounts receivable/loans receivable and the City's loan portfolio;
13. Perform general administrative work as required, including, but not limited to, attending and conducting meetings, reviewing and preparing correspondence, entering computer data and preparing reports, copying and filing documents, sending and receiving faxes, email and or other city-related communication, etc.
14. Administer and implement grant opportunities, knowledge of Davis-Bacon requirements, certified payrolls, assist potential homeowners in acquiring long term financing to coordinate with City financing.
15. Serves as human resources support for the City; provides administrative services for City management as directed; may attend public functions as support staff when directed.

## **MINIMUM QUALIFICATIONS**

Education and/or Experience: A Bachelor degree in Business Administration, Accounting, Management, Public Administration or a related field is preferred. A minimum of four years of work experience in a related field, combined with other related training, may be considered in lieu of a Bachelor degree.

Knowledge of: Accounting and business law terminology, cost accounting methodology, the principles and functions of management as they apply to financial operations, and the principles and methods involved in implementing and maintaining financial internal controls; accounting procedures and transactions used in controlling subsidiary accounts, accruals, deferrals and estimated items, sales, receivables and payables, closing the books and the principles and procedures used in the preparation of financial statements; electronic data processing techniques related to accounting and auditing procedures and practices; grant writing, grant administration and reporting; capital project management.

Ability to: Analyze data, define problem areas, draw logical conclusions, and analyze situations accurately and adopt an effective course of action in a broad variety of public policy and operational areas; communicate effectively both orally and in writing including preparing comprehensive, clear and concise reports and financial statements; apply knowledge of mathematics in computing percentages, discounts, interest, profit and loss and other calculations performed in a financial operation; understand and apply the principles, laws and procedures involved in the City's auditing and accounting functions, and interpret and apply legal and administrative concepts to departmental and general accounting systems and budget administration; plan, organize and direct a small audit program, and establish effective working relationships within the employing department and with other departments.

Special Requirements: Must possess a valid California driver's license.