



PRINCIPAL MANAGEMENT ANALYST

Class specifications are intended to present a description of the range of duties performed by the classification. Specifications are not intended to reflect all duties performed. Classifications will perform other related duties as assigned.

Definition:

Under general direction, assist in the planning, directing, managing, supervising, and coordinating of the activities and operations of a specific division in a City department; to coordinate assigned activities with other City departments, divisions, and outside agencies; and to provide highly responsible and complex staff assistance to the Department Director.

Classification Characteristics:

This position exercises direct and indirect supervision over supervisory, technical, and clerical staff.

ESSENTIAL FUNCTIONS:

- Management responsibility for the overall operation of the assigned division/work group.
- Acts as a member of the department's management team; participates in the development and implementation of goals and objectives, operational and administrative policies, and new programs to facilitate long and short-term objectives.
- Monitor and supervise invoice, contract, and change orders in the financial system. Assist staff with entry and approval issues.
- Prepare, compile, and monitor specific department budgets including narrative, revenue, expenses, budget adjustments and five-year forecasts.
- Coordinate preparation of division and department budgets and prepare final department budget.
- Plans and organizes work in resolving highly complex policy issues and problems related to budget and financial planning.
- Administer water rate studies, utility billing and water use efficiency issues, and other water related programs.
- Supervises professional and support staff; including hiring, training, evaluating, and working with employees to correct deficiencies.
- Researches and provides written and oral responses, presentations, and staff reports to departmental management, other City staff, Commissions and/or City Council.
- Formulates and implements policies, regulations, and procedures relating to major work programs or departmental administrative support functions.
- Ensures the division is meeting its objectives, work programs, priorities, and deadlines and takes corrective actions to achieve.
- Directs staff in the preparation of budget data, financial status reports and account analyses.
- Reviews all budget requests and make recommendation to the department head.

- Conducts research, studies, and analyzes; prepares reports and recommendations on highly complex budgetary, financial matters, contracts, or other program areas
- Respond to and resolve difficult and sensitive citizen inquiries and complaints

Qualifications:

Knowledge of:

- Principles and practices of fiscal management, budget preparation and control, and contract administration.
- Management skills to analyze programs, policies, and operational needs.
- Principles and practices of public works program development and administration.
- Principles and practices of municipal budget preparation and time/material cost estimation techniques.
- Principles and practices of effective public speaking.
- Principles of supervision, training, and performance evaluation.
- Pertinent Federal, State, and local laws, codes, and regulations.

Ability to:

- Operate a computer and related software.
- Manage, direct, and coordinate the work of support staff.
- Select, supervise, train, and evaluate staff.
- Develop and administer goals, objectives, and procedures.
- Prepare and administer large and complex budgets.
- Prepare clear and concise administrative and financial reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, make critical decisions and implement recommendations in support of goals.
- Deal constructively with conflict and develop effective resolutions.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Interpret and apply related Federal, State, and local policies, laws, and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Exercise good judgment, flexibility, and sensitivity in response to customer inquiries and complaints.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including City staff and the public.
- Maintain physical condition, audio-visual discrimination and perception, and mental capacity appropriate to the working conditions and the performance of assigned duties and responsibilities.

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:*

Experience:

Five years of increasingly responsible managerial, fiscal, and/or administrative work, including two years that included significant budgetary preparation and analysis at a supervisory level.

Training:

Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in finance, business administration, public administration, or a related field.

License or Certificate:

Possession of a California Class C Driver's License.

Working Conditions:

Work in an office environment including sustained posture in a seated position for prolonged periods of time; standing and moving around work area; some stooping, lifting, and inspecting. Position requires grasping objects, repetitive hand movement and fine coordination including use of a computer keyboard. Speaking and acute hearing is required for responding to in-person and telephone inquiries. Vision is required for normal office work, the need to lift and carry up to 25 pounds is required.