

City of Watsonville

Job Description



JOB TITLE:	Principal Management Analyst	DATE APPROVED:
DEPARTMENT:	City Manager	SUPERSEDES: N/A
REPORTS TO:	City Manager or designee	
SUPERVISION:	May supervise professional, technical, and/or administrative support staff	
EMPLOYEE UNIT:	Management	
FLSA :	Exempt	

JOB SUMMARY:

Under general direction, provides a full range of highly complex staff assistance as well as administrative and analytical support within the City Manager's Office; supervises and manages special high priority programs/projects; serves as liaison between the City Manager's Office and the general public, City staff, appointed boards and committees, community organizations, and other governmental agencies seeking interaction with the City Manager; may oversee the general office support functions of the City Manager's Office; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This job class is responsible for providing analytical and administrative assistance within the City Manager's Office. This key position performs assigned tasks in a highly sensitive and rapidly changing environment involving the City's top executives. The incumbent performs difficult, diverse, and confidential administrative duties in support of the City Manager's Office.

EXAMPLES OF ESSENTIAL DUTIES:

The following duties are performed personally, in cooperation with the City Manager, and/or in coordination with other City employees, operating partners, community groups, and other public and private organizations. Additional duties may be assigned.

- Provides highly complex staff assistance as well as administrative and analytical support within the City Manager's Office; prepares memoranda, correspondence, and other documents and reports, often of a highly sensitive and confidential nature; ensures materials and reports for signature are accurate and complete; proofreads materials for accuracy, completeness, and compliance with City standards, policies and procedures.
- Conducts administrative and operational research and analysis; develops recommendations on City Manager's Office and City-wide work methods, operating policy, procedures, and other administrative issues; prepares staff reports, answers questions, or arranges for compilation of data to assist in the decision making process.
- Designs, develops, implements, and monitors assigned programs and special projects including those having an impact on City-wide services and operations; oversees the selection and training of staff for special programs/projects; researches and analyzes organization structure, technical data and fiscal impact to determine feasibility, resolve problems, and increase efficiency; develops recommendations.

- Assists in the management of budget policy and provides leadership in budget development.
- Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work; evaluates proposals and recommends award; negotiates and administers contracts; ensures all contractual obligations are met.
- Responds to and resolves difficult and sensitive complaints and inquiries; provides general and specialized information and assistance within area of assignment that may require the use of judgment, tact, and sensitivity and the interpretation of policies, rules, and procedures as appropriate; explains programs, policies, and activities related to specific program area of assignment; prepares responses, writes reports, makes recommendations and reviews with City Manager as appropriate.
- Serves as liaison between City Manager, City management staff, City staff, the general public, and outside groups and agencies; reviews, determines the priority, and routes incoming reports, requests and instructions; refers matters to appropriate staff; acts as liaison in coordinating matters between the City Manager's Office and other department heads and managers.
- Represents the City Manager at meetings with high level public and private industry officials, occasionally serving in the capacity of project leader or coordinator; makes presentations to agency boards at public meetings, or to neighborhood or citizen groups on behalf of the City Manager.
- Prepares grant requests as necessary.
- Participates in meetings, conferences, workshops, and training sessions; remains current on new trends and innovations within assigned areas of responsibility; researches emerging products and enhancements and their applicability to City needs.
- May oversee the general office administrative team in the City Manager's Office.
- May direct the work of Staff on a project or day-to-day basis, trains Staff in work procedures.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the fields of business and public administration.
- Performs related duties as required.

EMPLOYMENT STANDARDS

Knowledge of:

- Operational characteristics, services, and activities of the City Manager's Office.
- Principles and practices of program, policy, and procedure evaluation and development.
- Principles of public administration.
- Advanced methods and techniques of data collection, research, and report preparation.
- Advanced methods and techniques of statistical and financial analysis.
- Principles and practices of budget preparation and administration.
- Principles and practices used in grant development and administration.
- Principles of business letter writing and report preparation.
- Basic principles of supervision and training.
- Principles and practices of record keeping and records management.
- Public relations and customer service techniques.
- Public speaking techniques.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- English usage, spelling, grammar, and punctuation.
- Pertinent federal, state and local laws, codes and regulations.

Ability to:

- Perform a wide variety of highly responsible, complex, and diverse advanced level professional duties involved in providing administrative and analytical support to the City Manager's Office involving the use of independent judgment and personal initiative.
- Understand the organization and operation of the City as a whole and outside agencies as necessary to assume assigned responsibilities.
- Provide administrative and professional leadership on a City-wide basis.
- Interpret and apply pertinent federal, state, and local laws, codes, and regulations as well as City and departmental policies and procedures.
- Plan, organize, and direct the work of project teams.
- Delegate authority and responsibility as necessary.
- Conduct various administrative and organizational studies and analyses on a wide variety of complex issues.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Develop, implement, and interpret City policies, procedures, regulations, and codes.
- Research, analyze, and evaluate City-wide programs, policies, and procedures.
- Collect, evaluate, and interpret complex information and data.
- Prepare clear and concise technical, administrative, and financial reports.
- Assist with budget preparation and administration.
- Identify, apply for, and administer private, state, and federal funding sources.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Maintain a variety of records and reports.
- Effectively represent the City Manager internally and externally.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION/TRAINING AND EXPERIENCE:

Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a closely related field. A Master's degree is preferred

Experience:

Five years of increasingly responsible administrative and analytical experience in a local government including project management experience.

LICENSE & CERTIFICATION:

- Possession of a valid California Class C driver's license and a safe driving record.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

- **Environment:** Work is performed primarily in a standard office environment with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** See in the normal visual range with or without correction.
- **Hearing:** Hear in the normal audio range with or without correction.