



Midpeninsula Regional Open Space District

SENIOR MANAGEMENT ANALYST

DEFINITION

Under general direction, manages and coordinates highly complex and/or agency-wide programs and special projects, including administrative, budget, financial, and compliance programs; analyzes programmatic practices and procedures and develops and implements recommendations for operational, policy, and procedural improvements; oversees and conducts needs analyses, feasibility studies, and evaluations for assigned programs; oversees, develops, summarizes, and maintains administrative and fiscal records; fosters cooperative working relationships among District departments and acts as a liaison with various community, public, and regulatory agencies; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises direct and general supervision over administrative and office support staff.

CLASS CHARACTERISTICS

This is the advanced journey-level class in the Management Analyst series. Incumbents plan, develop, and implement policies and procedures for a variety of department and/or District-wide programs, including budget administration, contract administration, management analysis, and program evaluation. Incumbents facilitate and support the work of departmental management staff by conducting day-to-day administrative support activities and by providing an expert-level resource for financial, procedural, and operational analyses and studies. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility, and may involve frequent contact with the public. This class is distinguished from the Management Analyst by performing more complex and challenging duties and assignments, on a District-wide level, requiring a high level of experience and technical expertise.

EXAMPLES OF ESSENTIAL FUNCTIONS *(Illustrative Only)*

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Conducts a variety of analytical and operational studies regarding District activities, including complex financial, budget, procedural, operational, or administrative issues or questions; identifies and evaluates alternatives, makes and justifies recommendations, and assists with the implementation of changes after approval; prepares comprehensive policy and procedure manuals and technical records and reports.
- Assists in developing goals, objectives, policies, procedures, work standards, and administrative control systems for district-wide systems and processes.
- Coordinates the preparation and administration of the budget for the District; monitors and controls fiscal expenditures and revenues; conducts budget and financial studies and analyses; participates in development and implementation of short- and long-term financial plans, budget objectives, and performance measures; tracks the adopted budget and prepares periodic budget reviews for submission to District departments, management, and the Board of Directors.

- Develops and presents the District's annual and mid-year operating and capital budgets; prepares preliminary budget estimates, including salary and benefits projections; conducts meetings with the General Manager, Board of Directors, and department heads to evaluate revenue and expenditure requests and keep all parties apprised of issues, challenges, and recommended resolutions.
- Assists with coordination of updates to the District strategic planning goals, objectives, policies, and programs.
- Plans, coordinates, and performs professional-level administrative and programmatic work in such areas as financial administration and reporting, database management, contract administration, management analysis, public information, and program evaluation.
- Plans, oversees, and administers highly complex special programs and projects; develops and manages budgets; directs aspects of legal and regulatory compliance; participates on various program and/or project committees and may present committee recommendations to the Board of Directors.
- Serves as a liaison to employees, public, and private organizations, community groups, and other organizations; provides information and assistance to the public regarding assigned programs and projects; receives and responds to complaints and questions relating to assigned area of responsibility; reviews problems and recommends corrective actions.
- Participates in the development and implementation of new or revised District programs, systems, procedures, and methods of operation; compiles and analyzes data and makes recommendations regarding staffing, equipment, and facility needs.
- Ensures assigned areas are in compliance with Federal, State, and local and District laws, regulations, and professional practices.
- Prepares and submits Board of Director agenda reports and various other commission, committee, and staff reports, resolutions, ordinances, and correspondence regarding assigned activities.
- Plans, organizes, assigns, supervises, and reviews the work of assigned administrative and office support staff; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion; trains staff in work procedures.
- Assists with and coordinates and organizes community events; explains District policies and programs.
- Participates on a variety of interdisciplinary committees and commissions and represents the District to a variety of community and stakeholder groups.
- Communicates orally, in writing, or through graphic representations and statistical summaries with colleagues, managers, employees, the public, organized employee groups, and representatives of various organizations.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Project and/or program management, analytical processes, and report preparation techniques.
- Organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.
- Research and reporting methods, techniques, and procedures.
- Finance and accounting principles and procedures, including developing, implementing, and administering a large agency-wide budget.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned department.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Effective communication methods and techniques in public presentations.

- Modern office practices, methods, computer equipment, and computer applications related to work, including word processing and spreadsheet software.
- Principles and procedures of record keeping and reporting.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Develop, implement, manage, and monitor District budget requiring a high-level of District, department, and team collaboration.
- Plan, coordinate, and oversee programmatic administrative, operations, budgeting, and fiscal reporting activities.
- Plan and conduct effective management, administrative, and operational studies from management staff with minimal direction.
- Conduct research on a wide variety of administrative topics including contract feasibility, budget and staffing proposals, and operational alternatives.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Interpret, apply, and explain applicable Federal, State, and local policies, procedures, laws and regulations.
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- Understand the organization and operation of the District as necessary to assume assigned responsibilities.
- Effectively represent the department and the District in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment, including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone or radio, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Equivalent to graduation from an accredited college or university with major coursework in business administration, public administration, or a related field and five (5) years of professional analytical, budget, financial, or administrative management experience.

Licenses and Certifications:

- Possession of a valid California Driver's License.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

EFFECTIVE: December 2011

REVISED: N/A

FLSA: Exempt