

CITY OF DALY CITY  
JOB SPECIFICATION  
EXEMPT POSITION

**SENIOR MANAGEMENT ANALYST**

**DEFINITION**

Under general direction of the City Manager, performs a wide variety of responsible, professional, administrative, staff assignments; administers a wide variety of interdepartmental and City-wide projects and programs; assists the Assistant City Manager, Deputy City Manager and City Manager as needed; and performs related work as required.

**EXAMPLES OF DUTIES**

Assists in program, policy and budget development, implementation, coordination, revision, review, evaluation and monitoring; provides support services for the City Council meetings and speaking before the City Council; participates in interdepartmental task forces and committees; researches, collects, compiles and analyzes financial and other data; prepares recommendations for budget requests, grants, new programs, modification of services and equipment; plans, organizes and coordinates assigned city-wide projects and monitors departmental projects; analyzes, interprets and explains City policies and procedures.

**TYPICAL TASKS**

The following tasks are typical for positions in the classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed.

1. Determines need for and gathers information from various departments and from outside sources in order to research proposed programs and projects.
2. Analyzes data in order to assess cost, operational feasibility and other aspects of proposed programs and projects.
3. Prepares reports and presentations on all pertinent aspects of proposed programs and projects including budget projection.
4. Make presentations on assigned projects and programs to the City Council and others.
5. Monitors and coordinates execution of approved projects and programs including preparing all required reports and supervising all related record keeping.

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6. Recommends changes in program emphasis or execution.
7. Assists in the development and implementation of goals, objectives, policies and procedures.
8. Confers with operating staff regarding the implementation of programs and the interpretation and application of policies and procedures.

**MINIMUM QUALIFICATIONS**

**Knowledge of:** Comprehensive knowledge of the principles, practices and methods of municipal budgeting, finance, public administration and organizational development; modern management of departments and organizations; pertinent legislation; interpersonal behavior dynamics.

**Ability to:** Write and present reports and recommendations; speak before groups; properly interpret, explain and act in accordance with laws, regulations and policies; demonstrate competency in research and analysis, decision making, and management skills; and tactfully relate to the public, departmental managers, employees, other organizations and outside agencies; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

**Education:** Graduation from a four-year college or university, with major course work in Public or Business Administration.

**Experience:** Three to five years of responsible work experience in a fiscal or administrative capacity; or an equivalent combination of related training and experience.

**License:** Possession of a valid Class C California Driver's License.

R: 02/07