

CITY OF DALY CITY  
JOB SPECIFICATION  
EXEMPT POSITION

**MANAGEMENT ANALYST**

**DEFINITION**

Under general direction of the Department Head, performs a wide range of responsible, professional, administrative, staff assignments which include oversight of interdepartmental and City-wide projects and programs; and performs related work as required. As this is a management development position, the incumbent may be assigned temporarily to other departments to gain broad experience in various municipal functions.

**EXAMPLES OF DUTIES**

Assist in program, policy and budget development, implementation, coordination, revision, review, evaluation and monitoring; participate in interdepartmental task forces and committees; research, compile and analyze financial and other data; prepare recommendations for budget requests, grants, new programs, modification of services and equipment; plan, organize and coordinate assigned City-wide projects and monitor departmental projects; analyze, interpret and explain City policies and procedures.

**TYPICAL TASKS**

The following tasks are typical for the classification. Any single position may not require all of these tasks and/or may require similar analytical and administrative tasks not listed.

1. Identify and research information from various departments and from outside sources to evaluate proposed programs and projects.
2. Analyze data to assess cost, operational feasibility and other aspects of proposed programs and projects.
3. Prepare reports and presentations on all pertinent aspects of proposed programs and projects including budget projections.
4. May make presentations on assigned projects and programs to the City Council and others.
5. Monitor and coordinate execution of approved projects and programs including preparing all required reports and supervising all related record keeping.
6. Recommend changes in program emphasis or execution.

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7. Assist in the development and implementation of goals, objectives, policies, and procedures.
8. Confer 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 behavioral 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. 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:** Bachelor's Degree from a four-year college or university, with major course work in Public or Business Administration or related field.

**Experience:** Two years of full time, paid, 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: 01/2011