

CITY OF DALY CITY  
JOB SPECIFICATION  
EXEMPT POSITION

**PUBLIC WORKS MANAGEMENT ANALYST**

**DEFINITION**

Under general direction, the Public Works Management Analyst provides senior level administrative and analytical support for and coordination between divisions within the Department of Public Works. Major responsibilities include contract administration; managing administrative processes and procedures; coordinating development of the department's capital and operations budgets, and direct preparation of the Administrative Division operations budget; preparation of complex analysis, and; assist in the monitoring of the Citywide capital improvement program. The Public Works Management Analyst is a member of the Department's management team.

**EXAMPLES OF DUTIES**

Contract administration of public improvement projects, including the development and implementation of specific processes and procedures to meet legal and City requirements. Preparation of documents for the City's capital improvement program. Monitoring capital project budgets to maintain funding levels and ensure compliance with grant regulations, when applicable. Prepare recommendations for budget requests and grants. Assist with preparation, presentation to Council and monitoring of department's operations budget. Track revenue and expenditures and prepare status reports as necessary. Plan, organize and coordinate assigned Citywide projects and monitor departmental projects. When assigned, analyze organizational structures, functions, procedures and practices and recommend improvements to establish or implement new services. Assist department managers with divisional issues. Prepare reports and presentations on assigned projects and programs.

**MINIMUM QUALIFICATIONS**

**Knowledge of:** Contract and grant administration and documentation. Principles and practices of organizational and public administration; principles, methods and practices of municipal finance, budgeting and accounting. Applicable City, County, State and Federal laws, ordinances and regulations. Public Works operations, responsibilities and functions; administrative research, analysis, and report writing.

**Ability to:** Interpret and apply laws, rules, regulations and procedures relating to Public Works operations, public improvement contracts and grant programs. Communicate

JOB SPECIFICATION  
PUBLIC WORKS MANAGEMENT ANALYST (PAGE 2)

clearly and concisely, both orally and in writing: review organizational, budgetary and administrative problems to develop solutions; conduct studies, surveys, analyze complex problems and data, evaluate alternatives and make sound recommendations. Confer with department managers on difficult management/administrative issues. Competently use personal computer applications. 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 administration, business administration or a related field. A Master's degree is desirable.

**Experience:** Four (4) years of demonstrable government administrative and management experience including contract administration and government budgeting and accounting. An emphasis on Public Works administration is desirable.

**License:** Possession of a valid California Class C driver license.

R: 02/2007