



CITY OF BANNING, CALIFORNIA

Management Analyst

Job Code: 1601
Grade: 68

FLSA **Exempt** **Non-Exempt**

JOB DEFINITION: Under general direction of the Director, performs professional administrative, technical and analytical analysis in the administration and management of a department in conducting specific and comprehensive analysis of wide range of City policies involving organization procedures, finance and services; and to provide guidance on various City policies, procedures, goals and objectives. Supervises activities of assigned personnel. May supervise or oversee staff under the division or programs.

ESSENTIAL FUNCTIONS: *The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES: Manages and administers departmental contract operations, including procurement, invoice processing, evaluation of proposals and negotiations. Works with the department to prepare grant proposals and applications; monitors grant implementation for budgetary and operation compliance to grant stipulations. Ensures fiscal compliance of all contracts and grants; ensures compliance with appropriate Federal, State, County and Local regulations. Develops formal and informal bids, RFQs and RFPs, ensuring that all applicable legal and contractual provisions are included; directs and participates in the solicitation, evaluation and award of RFPs; participates in pre-bid briefings. Performs budget preparation, analysis and administration; analyze and report on the budget status for various activities related to assigned staff, programs and projects. Develops and reviews project/services scope of work with managers to ensure clarity of work and contracting requirements. Research and analyzes information; prepares agenda reports and administrative documents for the department. Provides executive level administrative support to the Director and supervisors as needed. Supervises and trains subordinates, as required.

Performs other duties as assigned or required.

KNOWLEDGE and SKILLS:

Knowledge of: Grant proposal writing, application and monitoring techniques, policies and procedures; contract preparation and negotiation techniques; proper contract format; legal language used in contracts; working knowledge of governmental regulations regarding contracted services and competitive bidding process; county, state and federal government general administrative structures and processes; principles of business and public administration; accounting and budgetary controls, basic analysis and research techniques; computer applications pertaining to procurement and business requirements; principles and practices of management and supervision; principles and practices of budget administration; the City's and the Department's policies and procedures; file and records management principles; research methods and procedures.

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Skill in: Reading, understanding, interpreting and applying relevant City, County, State and Federal statutes, rules, regulations, ordinances, codes, administrative orders, policies and procedures and other operational guidelines and directives; assessing and prioritizing multiple tasks, projects and/or demands; working within deadlines to complete projects and assignments; assessing, analyzing, identifying and implementing solutions to complex problems; establishing and maintaining effective working relations with co-workers, staff, vendors, contractors, visitors, the general public and others having business with the City of Banning; operating a personal computer utilizing a variety of software applications, including Microsoft Excel and Word.

MINIMUM QUALIFICATIONS: A Bachelor's degree in business or public administration. Three (3) years of experience in preparing and processing State and Federal contracts, purchases of service contracts, preparation of grant applications and conducting competitive bids, formulating policy and procedures, and negotiating contracts. Supervisory experience desired.

ADDITIONAL REQUIREMENTS: Possession of a valid California Driver License. May be required to work outside the traditional work schedule.

DESIRED QUALIFICATIONS – In addition to the required minimum qualifications: Three (3) years of responsible analytical experience, including administration of water resources and water quality issues, water rights protection or related areas required. An equivalent combination of education and/or experience may be substituted for the education requirement on a year-for-year basis.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS:

- Ability to work in a standard office environment;
- Regularly required to talk or hear. Required to sit; stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Occasionally required to climb or balance and stoop, kneel, crouch, crawl, or twist; lift, drag and push files, reports or other materials.
- Regularly lift and/or move up to ten (10) pounds, frequently lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.