



City of Mill Valley

MANAGEMENT ANALYST I

JOB DESCRIPTION

DEFINITION

Under general direction, the Management Analyst I performs a variety of journey-level, professional and technical administrative duties in support of an assigned department, including those duties requiring expertise in a specific area. Work assigned may be in a specific program area and/or to perform administrative duties in support of a division or department, including research and analysis. Plans, manages, implements, and evaluates assigned programs, systems, procedures and operations; and coordinates assignments with other departments and outside agencies. Performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the entry level classification in the Management Analyst series. This classification series is designed for complex and diverse advanced-level professional and technical administrative duties.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the assigned department head or management position. May be assigned to support elected or appointed bodies such as City Council, boards, commissions, and/or committees. This position may exercise direct or indirect supervision as assigned.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS *(May include but are not limited to the following):*

- Support the assigned Department Head or manager in achieving division/department-wide goals and initiatives with analysis, management, and program development.
- Carry out special projects and assignments related to the overall objectives of the division or department. Examples of projects and assignments include but are not limited to: recruitment and training, grant-writing, research, marketing, public-private partnership opportunities, and others.
- Plan, organize, coordinate and implement day to day assignments independently.
- Promote programs; create marketing materials and newsletters and communicate with the public.
- Perform research, conduct surveys, and provide statistical analysis and evaluation as assigned.
- Analyze federal and state laws and regulations as they relate to assigned programs and ensure appropriate compliance measures are included in policies and training.
- May be assigned to provide administrative support to a City board, commission, or committee which includes: preparing and distributing agendas, taking minutes, acting as a liaison, and

other related duties as assigned.

- Coordinate and participate in training of personnel.
- Prepare comprehensive written reports regarding program activities.
- Regularly interact with other city staff, city council, community representatives and citizens regarding programs.
- Answer questions and provide information to the public, outside agencies, and City staff.
- Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.
- Perform related duties as required.

JOB RELATED AND ESSENTIAL FUNCTIONS

Knowledge of:

- Operational characteristics, services and activities of assigned program area including administrative, financial and/or operational functions.
- Principles and practices associated with administration, organization, and management specific to the area(s) of assignment.
- Research methods, techniques, statistical and other work measures.
- Public relations principles and techniques.
- Customer service principles and techniques.
- Principles and practices of supervision, training, and performance evaluation.
- Computer skills including graphics and relevant office software applications such as Microsoft Word, Excel, Outlook, PowerPoint, Adobe Acrobat Professional, etc.
- Pertinent federal, state, and local laws, codes and regulations.

Skills and Abilities to:

- Work independently in the completion of assignments.
- Identify, analyze, and resolve problems and issues; identify alternative solutions.
- Prepare and present clear and concise reports, both orally and in writing.
- Communicate clearly and concisely, orally and in writing.
- Communicate professionally and tactfully with staff and members of the public.
- Interpret and apply city policies, regulations and procedures, as appropriate.
- Review documents and make recommendations and necessary changes.
- Understand the organization and operation of the City and of other governmental agencies as necessary
- Apply federal, state and local laws, codes, rules and regulations; explain them effectively to lay people
- Compile and organize records, and communications.

- Work with and manage sensitive, confidential information.
- Multi-task, prioritize and meet specified time deadlines.
- Experience with design software such as Adobe Acrobat Professional, In-Design or Illustrator is desirable.
- Think clearly and act effectively in emergency situations.

EDUCATION AND EXPERIENCE

Any combination of education and experience that demonstrates possession of the requisite knowledge, skills, and abilities. A typical way to obtain these would be:

Education: High school education or equivalent is required. A bachelor’s degree in a relevant field of study to the assigned role(s) is preferred.

Experience: Minimum of at least three (3) years of professional experience is required, with at least two (2) years of increasingly responsible experience in the area of assignment. Particular experience in a local government setting is highly desirable.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk and hear. The employee frequently is required to use hands to finger, handle or feel and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 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.

OTHER

| | |
|-------------------------|------------------------------|
| <i>FLSA Status</i> | <i>Exempt</i> |
| <i>Bargaining Unit:</i> | <i>N/A</i> |
| <i>Approved by:</i> | <i>City Manager Cusimano</i> |
| <i>Date:</i> | <i>January 5, 2023</i> |