

CITY OF CLEARLAKE
MANAGEMENT ANALYST I

DEFINITION

Under general supervision, to perform a wide variety of responsible and semi-complex administrative and analytical duties in support to management staff and ~~the City Council~~ the Finance Department; to assist in the development and administration of the City budget and preparation and processing of grant applications and maintenance of grant accounts receivable, reimbursements and other financial records and provides information to grant participants, consultants, and contractors to implement and carry out grant programs, projects and activities~~personnel system~~; and to assist in planning, developing, and organizing assigned projects and programs.

SUPERVISION EXERCISED

May exercise direct supervision over clerical staff and other personnel as assigned.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Implement policies and procedures relating to the administrative activities of the assigned department; provide administrative assistance in the implementation of policies relating to City operations and Department functions. Administer grants as assigned, prepare grant applications, provide assistance in assessing and monitoring work load, administrative support systems, and internal reporting relationships; and identify opportunities for improvement.

Assist in the preparation and monitoring of assigned budgets; compile annual budget requests; recommend expenditure requests for designated accounts; monitor approved budget accounts. Participate in the development and administration of the City budget; forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures; assist in implementing budgetary adjustments as necessary, inform the City Manager of the financial condition and needs of the City.

Provide professional administrative and analytical assistance regarding fiscal aspects of City government programs, operations and proposals.

Collect, compile and analyze information from various sources on a variety of specialized topics related to programs in assigned area; write reports which present and interpret data, identify alternatives and make and justify recommendations; prepare cost analyses.

Assist in long-range planning and policy development; collect and compile material for review and analysis; provide recommendations for changes in policy or procedures;

coordinate consultation, information exchange, and necessary clearances and or approvals.

Negotiate and prepare various agreements.

Ensures proper development and maintenance of detailed fiscal and program records for grants; discusses grant requirements and progress with funding agencies; monitor grants to ensure and determine on-going compliance of grants; performs special projects and financial support work related to grants.

Reconcile grants monthly, review cost information, verify grant related invoices, reimbursement requests, contracts, pay estimates, payroll data, purchase orders, check requests and receiving documents; verify coding accuracy, correct project numbers, contract numbers, appropriate authorizations and signatures in accordance with grant and City compliance requirements.

Coordinate scheduling and conduction of Loan Committee meetings, prepare and maintain agendas and minutes of meetings, maintain loan files, develop and maintain loan tracking system to ensure timely review, analysis and collection of grant related loans.

~~Coordinate and assist in the administration of the City's Personnel System as directed; coordinate and/or assist in the recruitment of personnel; participate in the development and administration of Memorandums of Understanding as directed. Coordinate activities among City departments and outside agencies and organizations; prepare and present staff reports and other related correspondence. Train, motivate and evaluate City personnel; provide or coordinate staff training; work with employees to correct deficiencies.~~

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

~~Screen calls, visitors and mail; r~~Respond to sensitive requests for information and assistance; interpret policies, rules and regulations in response to inquiries and complaints; resolve concerns and complaints; refer inquiries as appropriate; ~~provide liaison to the media; prepare press releases.~~

~~Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.~~

Direct, coordinate and review the work plan for assigned staff, meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow, review and evaluate work products, methods and procedures; may provide replacement to assigned staff as necessary.

Advise and assist department management and City personnel regarding anticipated projects and other proposals.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of fiscal, statistical and administrative data collection and report preparation.

Principles and practices of governmental operations.

Principles and practices of budget administration.

English usage, spelling, grammar and punctuation.

Modern office procedures, methods and computer software and hardware.

Principles and procedures of record keeping

~~Principles and techniques used in public relations.~~

Principles of business letter writing.

Pertinent Federal, State, and local laws, codes, and regulations.

~~Principles of supervision, training and performance evaluation.~~

Skill to:

Operate modern office equipment including computer equipment.

Ability to:

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

Interpret and apply City administrative and departmental policies and procedures.

Perform responsible and difficult administrative work involving the use of independent judgement and personal initiative.

Analyze situations carefully and adopt effective courses of action.

~~Perform personnel activities with adherence to confidentiality.~~

Prepare clear and concise financial and administrative reports.

Independently prepare correspondence and memoranda.

Organize and direct the work of assigned staff.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year increasingly responsible administrative and analytical support experience preferably within a local government environment. •

Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in public administration, business administration, or a related field.

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment with some ability to travel to different sites.

Effective Date: November 2000

Resolution 00-96

CITY OF CLEARLAKE
MANAGEMENT ANALYST II

DEFINITION

Under general supervision, to perform a wide variety of responsible and semi-complex administrative and analytical duties in support to management staff and the Finance Department; to assist in the development and administration of the City budget and preparation and processing of grant applications and maintenance of grant accounts receivable, reimbursements and other financial records and provides information to grant participants, consultants, and contractors to implement and carry out grant programs, projects and activities; and to assist in planning, developing, and organizing assigned projects and programs.

~~Under direction, to perform a wide variety of responsible and semi-complex administrative and analytical duties in support to management staff and the City Council; to assist in the development and administration of the City budget and personnel system; and to assist in planning, developing, and organizing assigned projects and programs.~~

SUPERVISION EXERCISED

Exercises direct supervision over clerical staff and other personnel as assigned.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Implement policies and procedures relating to the administrative activities of the assigned department; provide administrative assistance in the implementation of policies relating to City operations and Department functions. Provide assistance in assessing and monitoring work load, administrative support systems, and internal reporting relationships; and identify opportunities for improvement.

Assist in the preparation and monitoring of assigned budgets; compile annual budget requests; recommend expenditure requests for designated accounts; monitor approved budget accounts. Participate in the development and administration of the City budget; forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures; assist in implementing budgetary adjustments as necessary, inform the City Manager of the financial condition and needs of the City.

Provide professional administrative and analytical assistance regarding fiscal aspects of City government programs, operations and proposals.

Collect, compile and analyze information from various sources on a variety of specialized topics related to programs in assigned area; write reports which present and interpret data, identify alternatives and make and justify recommendations; prepare cost analyses.

Assist in long-range planning and policy development; collect and compile material for review and analysis; provide recommendations for changes in policy or procedures; coordinate consultation, information exchange, and necessary clearances and or approvals.

Negotiate and prepare various agreements.

Ensures proper development and maintenance of detailed fiscal and program records for grants; discusses grant requirements and progress with funding agencies; monitor grants to ensure and determine on-going compliance of grants; performs special projects and financial support work related to grants.

Reconcile grants monthly, review cost information, verify grant related invoices, reimbursement requests, contracts, pay estimates, payroll data, purchase orders, check requests and receiving documents; verify coding accuracy, correct project numbers, contract numbers, appropriate authorizations and signatures in accordance with grant and City compliance requirements.

Monitors and administers contracts and agreements; coordinates with grant participants, consultants, and contractors to carry out grant activities.

Coordinate scheduling and conduction of Loan Committee meetings, prepare and maintain agendas and minutes of meetings, maintain loan files, develop and maintain loan tracking system to ensure timely review, analysis and collection of grant related loans.

~~Coordinate and assist in the administration of the City's Personnel System as directed; coordinate and/or assist in the recruitment of personnel; participate in the development and administration of Memorandums of Understanding as directed. Coordinate activities among City departments and outside agencies and organizations; prepare and present staff reports and other related correspondence. Train, motivate and evaluate City personnel; provide or coordinate staff training; work with employees to correct deficiencies.~~

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

~~Screen calls, visitors and mail;~~ **Respond** to sensitive requests for information and assistance; interpret policies, rules and regulations in response to inquiries and complaints; resolve concerns and complaints; refer inquiries as appropriate; provide liaison to the media; prepare press releases.

~~Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.~~

Direct, coordinate and review the work plan for assigned staff, meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow, review and evaluate work products, methods and procedures; may provide replacement to assigned staff as necessary.

Advise and assist department management and City personnel regarding anticipated projects and other proposals.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of fiscal, statistical and administrative data collection and report preparation.

Principles and practices of governmental operations.

Principles and practices of budget administration.

English usage, spelling, grammar and punctuation.

Modern office procedures, methods and computer software and hardware.

Principles and procedures of record keeping

~~Principles and techniques used in public relations.~~

Principles of business letter writing.

Pertinent Federal, State, and local laws, codes, and regulations.

~~Principles of supervision, training and performance evaluation.~~

Skill to:

Operate modern office equipment including computer equipment.

Ability to:

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

Interpret and apply City administrative and departmental policies and procedures.

Perform responsible and difficult administrative work involving the use of independent judgement and personal initiative.

Analyze situations carefully and adopt effective courses of action.

Perform personnel activities with adherence to confidentiality.

Prepare clear and concise financial and administrative reports.

Independently prepare correspondence and memoranda.

Organize and direct the work of assigned staff.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years increasingly responsible administrative and analytical support experience preferably within a local government environment.

Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in public administration, business administration, or a related field.

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment with some ability to travel to different sites.

Effective Date: November 2000

Resolution 00-96

CITY OF CLEARLAKE

MANAGEMENT ANALYST III

DEFINITION

Under direction, to perform a wide variety of responsible and semi-complex administrative and analytical duties in support to management staff and the Finance Department; to assist in the development and administration of the City budget and preparation and processing of grant applications and maintenance of grant accounts receivable, reimbursements and other financial records and provides information to grant participants, consultants, and contractors to implement and carry out grant programs, projects and activities; and to assist in planning, developing, and organizing assigned projects and programs.

~~Under direction, to perform a wide variety of responsible and complex administrative and analytical duties in support to management staff and the City Council; to oversee the development and administration of the City budget and personnel system; and to assist in planning, developing, and organizing assigned projects and programs.~~

SUPERVISION EXERCISED

Exercises direct supervision over clerical staff and other personnel as assigned.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Implement policies and procedures relating to the administrative activities of the assigned department; provide administrative assistance in the implementation of policies relating to City operations and Department functions. Assess and monitor work load, administrative support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.

Assist in the preparation and monitoring of assigned budgets; compile annual budget requests; recommend expenditure requests for designated accounts; monitor approved budget accounts. Participate in the development and administration of the City budget; direct the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures; implement budgetary adjustments as necessary, inform the City Manager of the financial condition and needs of the City.

Provide professional administrative and analytical assistance regarding fiscal aspects of City government programs, operations and proposals.

Collect, compile and analyze information from various sources on a variety of specialized topics related to programs in assigned area; write reports which present and interpret data, identify alternatives and make and justify recommendations; prepare cost analyses.

Assist in long-range planning and policy development; collect and compile material for review and analysis; provide recommendations for changes in policy or procedures; coordinate consultation, information exchange, and necessary clearances and or approvals.

Negotiate and prepare various agreements.

Ensures proper development and maintenance of detailed fiscal and program records for grants; discusses grant requirements and progress with funding agencies; monitor grants to ensure and determine on-going compliance of grants; performs special projects and financial support work related to grants.

Reconcile grants monthly, review cost information, verify grant related invoices, reimbursement requests, contracts, pay estimates, payroll data, purchase orders, check requests and receiving documents; verify coding accuracy, correct project numbers, contract numbers, appropriate authorizations and signatures in accordance with grant and City compliance requirements.

Monitors and administers contracts and agreements; coordinates with grant participants, consultants, and contractors to carry out grant activities.

Assists in developing various grant programs and projects.

Develop and maintain grant tracking system and data to ensure compliance with deadlines for expenditure of grant funds, reporting and completion of grant activities, projects and programs.

Coordinate scheduling and conduction of Loan Committee meetings, prepare and maintain agendas and minutes of meetings, maintain loan files, develop and maintain loan tracking system to ensure timely review, analysis and collection of grant related loans.

~~Coordinate and assist in the administration of the City's Personnel System as directed; coordinate and/or assist in the recruitment of personnel; participate in the development and administration of Memorandums of Understanding as directed. Coordinate activities among City departments and outside agencies and organizations; prepare and present staff reports and other related correspondence. Train, motivate and evaluate City personnel; provide or coordinate staff training; work with employees to correct deficiencies.~~

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

~~Screen calls, visitors and mail;~~ **R**espond to sensitive requests for information and assistance; interpret policies, rules and regulations in response to inquiries and complaints; resolve concerns and complaints; refer inquiries as appropriate; provide liaison to the media; prepare press releases.

~~Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.~~

Direct, coordinate and review the work plan for assigned staff, meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow, review and evaluate work products, methods and procedures; may provide replacement to assigned staff as necessary.

Advise and assist department management and City personnel regarding anticipated projects and other proposals.

OTHER JOB RELATED DUTIES

Perform related duties ~~an~~and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of fiscal, statistical and administrative data collection and report preparation.

Principles and practices of governmental operations.

Principles and practices of budget administration.

City of Clearlake

Management Analyst III

English usage, spelling, grammar and punctuation.

Modern office procedures, methods and computer software and hardware.

Principles and procedures of record keeping

~~Principles and techniques used in public relations.~~

Principles of business letter writing.

Pertinent Federal, State, and local laws, codes, and regulations.

~~Principles of supervision, training and performance evaluation.~~

Skill to:

Operate modern office equipment including computer equipment.

Ability to:

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

Interpret and apply City administrative and departmental policies and procedures.

Perform responsible and difficult administrative work involving the use of independent judgement and personal initiative.

Analyze situations carefully and adopt effective courses of action.

Perform personnel activities with adherence to confidentiality.

Prepare clear and concise financial and administrative reports.

Independently prepare correspondence and memoranda.

Organize and direct the work of assigned staff.

Communicate clearly ~~and concisely~~ and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years increasingly responsible administrative and analytical support experience preferably within a local government environment.

Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in public administration, business administration, or a related field.

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment with some ability to travel to different sites.

Effective Date: November 2000
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