

**CITY OF ARCADIA**  
**MANAGEMENT AIDE**  
**MANAGEMENT ANALYST**  
**SENIOR MANAGEMENT ANALYST**

**DEFINITION**

Under direction, to perform entry level (Management Aide) or journey level (Management Analyst/Senior Management Analyst) budgetary, financial, administrative and analytical support duties for an assigned department and/or division; to assist with (Management Aide) or to oversee (Management Analyst/Senior Management Analyst) administrative processes, procedures, and programs; and to provide technical and responsible assistance to assigned department and/or programs.

**DISTINGUISHING CHARACTERISTICS**

**Management Aide**--This is an entry-level position in the management series. Positions at this level usually perform most of the duties required of the positions at the Management Analyst level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class is used as an entry-level class, employees will have the professional education but may have only limited or no directly related work experience.

**Management Analyst**-- This is the journey level in the management class series. Positions at this level are distinguished from the Management Aide level by the performance of the full range of duties as assigned, working independently and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class series are flexibly staffed and positions at the Management Analyst level may be filled by advancement from the Management Aide level with two years of increasingly responsible administrative and analytical experience, sufficient funds in the budget, and successful performance reviews. When filled from the outside, the employee is required to have prior related experience, which allows the employee to meet the qualification standards for the Management Analyst level.

**Senior Management Analyst**-- This is the highest journey level position in the management class series. Positions at this level are distinguished from the Management Analyst by requiring more experience at the Management Analyst level. Positions in this class series are flexibly staffed and positions at the Senior Management Analyst level may be filled by advancement from the Management Analyst level with five years of increasingly responsible administrative and analytical experience, sufficient funds in the budget, and successful performance reviews. When filled from the outside, the employee is required to have prior related experience, which allows the employee to meet the qualification standards for the Senior Management Analyst level.

## **SUPERVISION EXERCISED**

### **Management Aide**

Does not exercise any supervision.

### **Management Analyst/Senior Management Analyst**

May exercise direct supervision over technical and clerical staff.

## **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Oversee assigned programs and administrative support functions and specialized department programs.

Participate in the development and implementation of new or revised programs, systems, procedures, and methods of operation; compile and analyze data and make recommendations regarding staffing, equipment, and facility needs.

Assist in the drafting and implementation of policies and procedures; assist in the preparation of ordinances and other supporting program documents.

Participate in the preparation and administration of assigned operating and capital budget(s); maintain and monitor appropriate budgeting controls.

Collect, compile, and analyze information from various sources on a variety of specialized topics related to programs administered by the position or by management staff including complex financial, budget, or administrative issues or questions; prepare comprehensive technical records and reports to present and interpret data, identify alternatives, and make and justify recommendations.

Conduct surveys and perform research and statistical analyses on administrative, fiscal, personnel, and operational problems or issues; monitor legislation and analyze proposed legislation.

Direct the work activities of assigned clerical and technical personnel; prioritize and coordinate work assignments; review work for accuracy; recommend improvements in work flow, procedures and use of equipment and forms.

Participate in selecting, training, motivating and evaluating assigned staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Serve as a liaison with employees, public and private organizations; represent the City in a variety of community groups, boards, commissions, State and Federal agencies, and other organizations; provide information and assistance to the public regarding the assigned programs and services; receive and respond to complaints and questions relating to assigned area of responsibility; review problems and recommend corrective actions.

Participate in special projects including research of new programs and services, budget analysis and preparation, and feasibility analysis.

Provide training in various areas to department employees including updated rules and laws, and other areas as required.

Coordinate activities and special events with other City departments, the public and outside agencies; attend meetings as representative for assigned department.

Assist in contract negotiations; monitor compliance with applicable contractual agreements.

Prepare and monitor program grants and related proposals.

### **OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Management Aide**

#### **Knowledge of:**

General principles and practices of municipal government management.

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

General principles and practices of municipal government budget preparation and administration.

Public relations techniques; survey and interview techniques.

Principles and procedures of record keeping.

Sources of information related to a broad range of municipal programs, services, and administration.

Elementary statistics; research and reporting methods, techniques and procedures.

Modern office procedures, methods and computer software and hardware.

Safe driving principles and practices.

#### **Skill to:**

Operate modern office equipment including computer equipment, software applications, word processing, spreadsheet, and desktop publishing software (or a demonstrated capacity to learn).

Operate a motor vehicle safely.

**Ability to:**

Research, analyze, and evaluate programs, policies, and procedures; make sound recommendations.

Communicate clearly and concisely, both orally and in writing.

Conduct research on a wide variety of administrative topics.

Conduct surveys and interviews with other agencies, business owners, and residents.

Effectively administer a variety of departmental programs and activities.

Interpret and apply Federal, State, and local policies, procedures, laws and regulations.

Effectively establish and maintain working relationships with staff, management, City departments, community organizations, boards, commissions, and the public.

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

Read, understand, and condense governmental regulations into an understandable brief.

**Minimum Qualifications:**

**Experience:**

No prior experience is required. One year of administrative or internship experience is desirable.

**Education/Training:**

Bachelor's degree from an accredited college or university with major course work in public administration, business administration, finance administration, or a related field.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment; ability to travel to different sites and locations.

### **Management Analyst/Senior Management Analyst**

In addition to the qualifications for Management Aide:

#### **Knowledge of:**

Principles of supervision, training and performance evaluation.

Organizational and management practices as applied to the analysis, evaluation, development and implementation of programs, policies and procedures.

#### **Ability to:**

Prepare clear and concise correspondence and reports on a variety of financial, budgetary, and administrative issues.

Organize and direct the work of assigned staff.

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

Effectively administer a variety of departmental programs and administrative activities.

Plan, organize, and carry out assignments from management staff with minimal supervision and direction.

Develop and administer assigned budgets.

Interpret and apply administrative and departmental policies and procedures.

### **Minimum Qualifications:**

#### **Experience:**

**Management Analyst** - Two years of administrative and analytical experience, preferably within a local government environment, in the collection, compilation, and analysis of data involving financial, budgetary, or administrative issues is desirable.

**Senior Management Analyst** - Five years of increasingly responsible administrative and analytical experience involving researching, analyzing, and recommending policies, procedures and actions on a variety of administrative issues.

#### **Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, finance administration, personnel management, economics, or a related field. A Master's degree is desirable.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment; ability to travel to different sites and locations.

**Effective Date:** June 2008