

CITY OF SIMI VALLEY

SENIOR MANAGEMENT ANALYST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general direction, performs a wide variety of complex and diverse advanced level professional and technical administrative duties in support of assigned department including those requiring a significant level of expertise in a specific area; assumes responsibility for managing the more complex program areas in assigned department; plans, coordinates, directs, and evaluates assigned systems, procedures and operations; and coordinates assigned operations and activities with other departments and outside agencies.

This is a broad classification with individual positions assigned to specific functional areas; duties and assignments may overlap depending on the operational needs of the department and staffing levels.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Perform a wide variety of complex and diverse advanced level professional and technical administrative duties in support of assigned department including those requiring a significant level of expertise in a specific area.
2. Assume responsibility for managing the more complex program areas in assigned department; plan, coordinate, direct, and evaluate assigned systems, procedures and operations; identify issues; collect data; analyze alternatives and make recommendations.
3. Conduct surveys and perform research and statistical analyses on administrative, fiscal, personnel, and operational issues; create tables, charts and spreadsheets to collect, evaluate and present data; coordinate and participate in organizational studies involving administrative or operational systems, procedures, functions, processes, and techniques; develop recommendations based on findings.
4. Implement new systems, methods and procedures; monitor program progress in meeting goals and objectives; conduct updates with management staff to inform and advise on project progress; make adjustments as necessary.
5. Participate in the budget development and administration for assigned area of responsibility; analyze proposed capital, personnel, operating, and maintenance expenditures; prepare reports and analyses related to impact of budgetary decisions; prepare multi-year financial forecasts; maintain related computer applications; track and monitor budget expenditures; may serve as fiscal officer for assigned area.
6. Oversee and coordinate departmental purchasing activities; create, review and approve purchase orders and purchase requisitions; review and approve department P-Card transactions; process travel authorizations.

CITY OF SIMI VALLEY
Senior Management Analyst (Continued)

7. Plan, coordinate and evaluate activities associated with assigned contracts; participate in research and evaluation of proposed contractual obligations and agreements; negotiate with public and private sector organizations; administer assigned contracts.
8. Prepare, analyze, edit and approve bid specification packages, requests for proposals, contracts, bidding materials and contract award documents to ensure compliance with pertinent laws, ordinances, policies and procedures.
9. Oversee and coordinate assigned services and project activities with other City groups, boards, committees, task forces, external organizations, and the general public; respond to and resolve difficult and sensitive inquiries and complaints.
10. Plan, coordinate, evaluate, and participate in assignments and special projects including research of new programs and services, budget analysis and preparation, and feasibility analyses; prepare and present reports; review and analyze staff reports for policy compliance.
11. As needed, research, develop, implement and administer new programs; prepare policies, procedures and training materials for applicable staff.
12. As assigned, supervise, plan, prioritize, assign, review and participate in the work of staff responsible for providing services and activities in assigned area; establish schedules and methods for providing assigned services; train assigned employees in their area of work; ensure work quality and adherence to established policies and procedures; prepare evaluations of assigned staff.
13. Coordinate the research, development, review, and preparation of grant applications; monitor existing programs for compliance with regulations.
14. Promote current programs; create marketing materials and newsletters and communicate with the public.
15. Assist in the coordination of interdepartmental and departmental activities with other City departments and divisions and with outside agencies.
16. Attend and participate in professional group meetings; stay abreast of new trends and innovations in assigned field; maintain awareness of federal, state and local regulations.
17. Serve as system administrator for an assigned department; coordinate and implement information system for specific department use.
18. Participate in human resources functions; review and interpret various personnel documents and reports; provide staff training to department personnel as assigned.
19. Participate in various committees as assigned; attend and participate in professional group meetings; stay abreast of new developments within assigned area of responsibility.
20. Provide staff assistance to assigned management staff; participate on a variety of boards, commissions and committees; prepare and present staff reports to City Council.
21. Perform related duties as required.

ERP Process Manager Responsibilities:

1. Manage the maintenance, modification, operation, and implementation of assigned module(s) on the City's Enterprise Resource Planning (ERP) System; identify and resolve ongoing functional and technical issues; coordinate and test system modifications; recommend operational and procedural changes to the system as necessary.
2. Test complex system upgrades on a quarterly basis; analyze data to determine impact on assigned module(s).
3. Provide technical support to end users; respond to end user requests for information on system use; investigate, troubleshoot and resolve end users problems; develop, coordinate, and test system modifications to address user needs; maintain system and end user documentation and procedures; coordinate and conduct training sessions as necessary.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operational characteristics, services and activities of assigned program area including administrative, financial and/or operational functions.

Principles and practices specific to area of assignment.

Advanced methods and techniques of data collection, research and report preparation.

Principles and practices of public administration and program development.

Advanced methods of administrative, organizational, economic and procedural analysis.

Advanced methods and techniques of program, statistical and financial analysis.

Principles and practices of budget preparation and administration.

Principles and practices of a purchasing program.

Principles and practices of grant applications and administration.

Principles of supervision, training and performance evaluation as assigned.

Principles and practices of record keeping and records management.

Principles and procedures of financial record keeping and reporting.

Principles and practices of accounting.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, databases, and other specialized applications related to area of assignment.

An Enterprise Resource Planning (ERP) System.

ERP processing requirements and software configurations.

Pertinent federal, state and local laws, codes and regulations.

Ability to:

Perform a wide variety of complex and diverse advanced level professional and technical administrative duties in support of assigned department including those requiring a significant level of expertise in a specific area.

Assume responsibility for managing the more complex program areas in assigned department.

Plan, coordinate, direct, and evaluate assigned systems, procedures and operations.

Participate in and perform various complex organizational studies and analyses.

Research, analyze and evaluate programs, policies and procedures.

Collect, evaluate and interpret complex information and data.

Prepare clear and concise administrative and financial reports.

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

Analyze complex problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Identify and respond to community and City Council issues, concerns and needs.
Review and analyze technical documents and proposals.
Participate in budget development and administration activities as assigned.
Supervise, organize and review the work of lower level staff as assigned.
Select, supervise, train and evaluate assigned staff.
Operate office equipment including computers and supporting word processing, spreadsheet, database, and other specialized applications related to area of assignment.
Adapt to changing technologies and learn functionality of new equipment and systems.
Perform information services system troubleshooting as required.
Work independently in the absence of supervision.
Effectively multi-task and prioritize.
Interpret and apply pertinent federal, state and local laws, codes and regulations as well as City policies and procedures.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

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

Experience:

Five years of increasingly responsible administrative, analytical and/or budgetary experience including two years of administrative and/or lead supervisory experience. Experience working with an Enterprise Resource Planning (ERP) System is highly desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Standard office setting and occasional field environment with travel from site to site.

Physical: Sufficient physical ability to work in an office setting; sit, walk, or stand for prolonged periods of time; lift light to moderate amounts of weight; operate office equipment.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

REVISED: APRIL 2004
Johnson & Associates

Revised: July 2016; January 2020