

**CITY OF LAKE ELSINORE**  
**SENIOR MANAGEMENT ANALYST**  
**EXEMPT AND AT-WILL**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications within the position.*

**DEFINITION:**

Under the City Manager's direction, performs complex professional administrative functions within the City Manager's office, including coordination of special programs and projects, financial analysis, development and preparation of studies and reports, and resolution of citizen complaints and inquiries; provides administrative support to the City Manager, Advisory Commission, the City's Economic Development Department, and City Council and City Commissions as needed; performs other related duties as assigned.

**DISTINGUISHING CHARACTERISTICS:**

The Senior Management Analyst is the advanced level in the professional Management Analyst series. Employees assigned to this level have a higher level of responsibility and are assigned more complex duties. Individuals are expected to work with more autonomy in day-to-day decision making and in the completion of projects.

**SUPERVISION RECEIVED/EXERCISED:**

Receives general supervision from the City Manager. May supervise or provide direction to other staff.

**ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Provides skilled, highly responsible administrative support to assist upper level staff in the completion of their duties and responsibilities; provides leadership and direction when assigned to special projects.
- Provides highly responsible support to the City Council, the City Manager, and the City Commissions.
- Assumes the lead role in various activities, operations, projects, and meetings in regards to the City Manager's office.
- Participates in the development and implementation of guidelines, procedures and operations.

- Attends various programs, meetings, and social functions to represent the City, City Council and City Manager's Office; takes and prepares minutes where appropriate; prepares agendas and associated materials.
- Conducts complex administrative research, studies and surveys, and prepares reports recommending appropriate course of action.
- Assists with the reporting functions of the City as assigned.
- Prepares written communication to the City Council, Commissions, private and public organizations, boards and commissions, and outside agencies' management staff.
- Serves as the City's Public Information Officer, assists in dissemination of social media.
- Coordinates with federal, state, and local agencies on the funding of City projects which includes grant writing and monitoring of grant administrative programs to ensure contract compliance.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff and the public.
- Performs related duties as required.

**PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:**

Employee accommodations for physical and mental disabilities will be considered on a case-by-case basis. 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. Positions in this class normally are required to use hands for finger movement manipulation, handling, or carrying objects and documents; required to reach with hands and arms; required to talk, hear, and comprehend; required to stand, walk, sit, stoop, kneel, or crouch; subject to occasional lift, push, and/or pull objects up to 25 pounds; subject to inside and outside environmental conditions; maybe required to use personal and/or City vehicle in the course of employment; maybe required to attend meetings; maybe required to attend periodic evening meetings and/or travel within and out of City boundaries to attend meetings; maybe required to occasionally work evenings or weekends; required to use personal computer and office equipment; required to respond to heavy, continual workload.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that provides the required knowledge, skills, and abilities necessary for a Senior Management Analyst. A typical way of obtaining the required qualifications is to possess a bachelor's degree in economics, business or public administration, urban planning, finance or related field and four (4) years increasingly responsibility in economic development, affordable housing, and project management. A graduate degree in business, public administration, planning, economics, or related field may substitute for one (1) year of related experience. Experience and/or education in a related field may be substituted on a year for year basis.

**License/Certificate:**

Possession of a valid California Class C driver's license.

**KNOWLEDGE/ABILITIES:** *(The following are a representative sample of the KSA's necessary to perform essential duties of the position.)*

**Knowledge of:**

Principles, practices, and techniques of federal and state regulations; methods of report preparation and presentation; applicable real estate laws, codes, regulations, policies and procedures; basic research, and statistical methods; quantitative and management analysis techniques; Microsoft Word, Excel, and Power Point.

**Ability to:**

Develop, implement, and administer a wide range of programs and projects; communicate effectively both orally and in writing; ability to compile analytical and financial reports and conduct real estate economic analysis using Excel software; establish and maintain cooperative and effective working relationships with others; analyze situations accurately and recommend an effective course of action; provide effective customer service.

**Skill to:**

Operate an office computer and a variety of word processing and software applications.