

Job Description

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job.

Job title	Senior Management Analyst
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GENERAL PURPOSE

Under general direction, performs complex, financial accounting, budgetary, statistical, and other management analyses in support of District activities, functions, and programs; provides sound, professional recommendations for action and significant assistance in formulating policy, procedure, and legislative positions and in budget development and implementation; and performs related duties, as assigned.

DISTINGUISHING CHARACTERISTICS

This is the advanced-level classification in the Management Analyst series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform complex and difficult analytical work and staff support at an advanced level. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management personnel. Exercises technical and functional direction over and provides training to lower-level staff.

TYPICAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

- Plans, organizes, coordinates, directs, or conducts complex financial management, or administration studies relating to assigned issues and/or programs; identifies problems, determines analytical techniques and statistical and information-gathering processes and obtains necessary information and data for analysis;

analyzes alternatives and makes recommendations; discusses findings with management staff and prepares reports of study conclusions; develops implementation plans and assists in implementing policies and procedures.

- Participates in coordinating the budget process by contributing to the development, compilation, consolidation, and implementation of the operating budget; reviews and analyzes the annual District budget, analyzing current and historical trends, evaluating variances, and improving cost effectiveness.
- Participates in the maintenance and development of various District rate structures and the analysis of the impact that changing business activities have on the cost components of rates, fees, and charges.
- Perform complex and diverse operational and cost-allocation analyses.
- Represents the District at inter-agency, community, and professional meetings.
- Reviews, analyzes, and develops recommendations regarding state and federal legislation; prepares correspondence to legislators in accordance with management and Board direction.
- Monitors performance and progress in executing planned tactics for implementation of the District strategic plan and departmental goals and objectives; performs policy-level complex analytical assignments in conjunction with plan development and implementation; prepares periodic reports and presentations on progress.
- Provides analytic, administrative support, and leadership to District-wide organizational improvement initiatives and projects; coordinates program activities across District departments.
- Confers with representatives of other agencies, committees, and organizations as required by project assignments.
- Prepares speeches and presentation materials for District officials and executives.
- Serve as key resource to others providing technical assistance to others on financial accounting, budgeting, and other analytical matters.
- May direct the work of assigned professional, technical, or support team members.
- Ensures staff observe and comply with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

Continuous Improvement Related Duties:

- Applies Continuous Improvement principles in the deployment of department business plans, processes and performance measures, ensuring that they align with District's strategies and operational plans.

- Participates in departmental performance assessments and the system of continuous improvements and effectively integrates and evaluates the linkages between the District's key value creation and support processes and related key performance indices.
- Ensures effectiveness of the business processes undertaken by the department and division.
- Defines customer service segments being served and establishes processes to obtain feedback to improve performance.
- Develops, maintains, and utilizes departmental performance indicators in making decisions; establishes performance criteria for assigned staff; ensures a thorough understanding of the Strategic Planning Cycle with each individual's responsibility associated with the cycle.
- The incumbent, while exercising his/her authority, shall abide by and promote the District's values and beliefs and adhere to the District's ethics policy.

REQUIRED QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- Principles and practices of leadership.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Advanced financial accounting principles and practices.
- Advanced principles, practices, and methods of public financial, budgetary, administrative, organizational, economic, and procedural analysis.
- Financial/statistical/comparative analysis techniques and formulas.
- Functions, roles, and authorities of public agencies and special districts, including the role and responsibilities of a public governing board and conduct of public meetings.
- Federal, state, and local laws, codes, and regulations in assigned areas of responsibility.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Continuous Improvement Knowledge:

- The core values, concepts, and framework of continuous improvement criteria, including the principles of management by fact, and organizational and personal learning; the means of developing alignment between strategic goals and individual performance standards; practices of process mapping (control); practices of structured problem solving; the Strategic Planning Cycle and the various responsibilities within that cycle.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for an assigned program.
- Analyze complex accounting, financial, administrative, operational, economic, political, and organizational problems, evaluate alternatives, and reach sound conclusions.
- Collect, evaluate, and interpret a myriad of data, either in statistical or narrative form.
- Maintain accurate records.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to work performed.
- Effectively represent the department and the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Continuous Improvement Abilities:

- Develop a systems perspective for managing department operations and its key processes to achieve results; to use the seven continuous improvement categories and the core values as building blocks for department operations; define and explain key processes and process requirements within the department; develop and deploy strategic plan elements and key performance measures consistent with District goals; develop and maintain continuous improvement in all areas of operations; develop and monitor performance standards for all divisions within the department; ensure department goals and objectives are aligned with other departments, branches, and the District as a whole; track and monitor department performance; and make sound decisions based on departmental performance indicators.

Experience:

Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:

- Five (5) years of progressively responsible professional experience performing financial, accounting, and budgetary analyses, or (3) years of experience as a Management Analyst, Financial Analyst, or Accountant III with the District.

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in accounting, or finance in business or public administration, or a related field. MBA or MPA are desirable.

Licenses/Certifications:

- None.

PHYSICAL DEMANDS

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

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office

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equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

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This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

Approved by:	<i>Board of Directors</i>
Date adopted:	<i>October 2, 2019</i>
Date modified:	
FLSA determination:	<i>Exempt</i>

Job Description Acknowledgment

I have received, reviewed, and fully understand the job description for Senior Management Analyst. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print): _____ *Date:* _____

Employee Number: _____

Employee Signature: _____