



TAHOE CITY PUBLIC UTILITY DISTRICT

Job Description

Job Title: Senior Management Analyst
Department: As Assigned
Supervised By: As Assigned
FLSA Status: Exempt
Revised as of: April 2017

JOB SUMMARY

To perform complex analytical, administrative and/or management duties and responsibilities in various District functions including budget/financial analysis and reporting, program/organizational analysis and reporting, project/program management, legislative analysis and development, systems analysis and reporting, public information and marketing programs, and contract administration. Work responsibilities require multi-department coordination and decision making.

DISTINGUISHING CHARACTERISTICS

The Senior Management Analyst is the advanced journey level professional classification in the Management Analyst series. This is a responsible position with emphasis on professional expertise, critical thinking, independent judgment and decision-making. Positions in this class are distinguished from the Management Analyst position by the degree of complexity of management, administrative, and support functions as well as the substantial knowledge of and interface with District operations, and other governmental entities required. Positions in this class have considerable latitude in the application of policy and follow general guidelines in accomplishing assignments

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned department manager.

Exercises technical and functional supervision over technical and administrative support personnel.

ESSENTIAL FUNCTIONS

The duties listed 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 the position.

- Administer complex special projects and programs with external agencies and organizations.
- Manage various phases or tasks of assigned District capital and non-capital project implementation.
- Act as representative and liaison to regulatory agencies, public agencies, elected officials, non-governmental organizations, customers, property owners and operating departments related to District projects and activities.

- Find, secure, and manage grant funding for various District projects and operational needs and assure compliance with grant conditions.
- Lead or participate in the development and implementation of District strategic plans, master plans, policies, procedures, and standards.
- Attend and represent the District at various committee/board and other governmental meetings; serve on various committees and task forces.
- Perform complex research and analysis on data for various District business operations, projects, and programs.
- Pursue or develop legislative and funding opportunities to benefit District programs, facilities, or funding.
- Develop and implement strategic public relations and customer engagement plans.
- Develop and implement strategic marketing plans for District concessions and business operations.
- Provide persuasive and technical justifications, written reports and materials.
- Prepare and present staff reports before Board and committees, the public and outside agencies.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- May plan, prioritize, assign, and review the work of support staff; participate in the recommendation of the appointment of personnel; provide or coordinate staff training; work with employees to improve performance.
- Maintain regular attendance to conduct job responsibilities.
- Establish and maintain effective working relationships with co-workers and all others contacted in the performance of assigned duties.
- Utilize appropriate safety procedures and practices for assigned duties.
- Work safely and cooperatively with others.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Assist with planning, establishing goals, and budgeting for assigned department; including recommending and implementing improvements and cost-saving measures.
- Supervise the work of contracted consultants and/or assigned District staff.
- Attend and participate in public and internal meetings.
- Perform all other duties as assigned.

EMPLOYMENT STANDARDS

1. Knowledge of:

- Thorough knowledge of principles and practices of organization and public administration.
- Procurement, management information systems, space utilization and contract administration.
- Research techniques, sources and availability of information, and methods of report presentation.
- Applicable Federal, State and local laws, rules and regulations pertaining to area of assignment.
- Administrative principles and methods, including goal setting, program and budget development, work planning and organization.
- Equal employment/affirmative action guidelines and policies.
- Principles and practices of public personnel administration.
- Principles and practices of supervision.
- Principles, methods and practices of municipal finance and budgeting.
- Principles, methods and practices of municipal personnel functions including recruitment, training, affirmative action and employee relations.

- In addition, thorough knowledge specific to the area of assignment is required.
- Safe work practices.

2. Ability to:

- Read, comprehend, interpret and explain plans, specifications, reports, calculations, schedules, permits, environmental documents, agreements, easements, ordinances, policies, procedures and any other document within the expertise of the incumbent.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 50 pounds or less.
- Understand, interpret and apply Federal, State and local laws and codes and regulations pertaining to work assignments.
- Act independently and make decisions conforming to District policies, procedures, standards and ordinances.
- Perform all job duties in an organized and efficient manner with the ability to adjust priorities and perform multiple tasks.
- Operate a personal computer in a workgroup server environment; including proper file management.
- Effectively utilize standard office software (spreadsheet, word processing, database, email, calendar and others) at an advanced level.
- Explain projects, regulations and procedures to District Board and staff, consultants, contractors, developers, the general public or representatives of other public agencies.
- Review or prepare any work product in a clear, accurate and concise fashion in conformance with District standards.
- Monitor own work product for quality and accuracy.
- Review and analyze a variety of data, reports, and funding opportunities and make sound policy and procedural recommendations.
- Prepare persuasive written and presentation materials for projects and programs.
- Analyze, interpret and provide recommendations regarding pending legislation.
- Represent the department and the District effectively in meetings, including making presentations.
- Read, write and comprehend the English language at a highly proficient level exercising correct English usage, vocabulary, spelling, grammar and punctuation requiring minimal review and correction.
- Communicate effectively, tactfully and positively in both oral and written form.
- Understand both oral and written instructions and carry out in a positive manner.
- Establish and maintain effective working relationships with those contacted in the performance of required duties; including governmental agencies, consultants, staff and the public.
- Interpret and apply safety rules and regulations to work assignments.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Work safely and cooperatively with others.

EDUCATION AND TRAINING REQUIREMENTS

1. Education and Experience Requirements:

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

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

Experience: Five (5) years of progressively responsible professional management experience in governmental agency or similar organization, including two years of direct administrative or management responsibility.

2. Certification & Licensing Requirements:

- Possession of appropriate and valid driver's license and driving record that complies with District policy.

WORKING CONDITIONS

Work is performed in a typical temperature controlled office environment subject to typical office noise and conditions. (See detailed Job Analysis for a more complete list of physical and mental requirements.)

Reviewed by:



Date: 04/24/2017

Classified by:



Date: 04/24/2017

Approved by:



Date: 04/24/2017