



JOB DESCRIPTION

Senior Management Analyst

THE POSITION

Under direction of the Director of Planning and Maintenance, this position assists with the operations of the Park District's Planning and Maintenance Department to perform a variety of professional analytical work in support of departmental projects and program pertaining to administration, organization, planning, and park maintenance and operations, including clerical, data input, contract service and utility monitoring, document preparation, assists with public inquiries and information, assist with special Park District events and projects, and other related duties as assigned. The ideal candidate must be proactive, solution oriented, flexible, possess excellent written and verbal communication and skills, and have the ability to prioritize and work independently in a fast-paced environment.

EXAMPLE OF DUTIES

The essential functions of the position include, but are not limited to:

- Compiles and analyzes data for Board agenda items, resolutions, report and surveys
- Analyzes federal, state and local municipal codes and regulations as they relate to assigned projects
- Plans, attends, reviews and provides responses to City's Development Advisory Committee as it pertains to private development projects
- Prepares request for proposals, agreements, contracts, and environmental studies
- Negotiates a variety of agreements and service contracts
- Participates in the administration of service contracts to assure compliance
- Researches and evaluates grant funding sources
- Monitors and processes grant applications for federal and state funding
- Assists with Park District standing committees and ad hoc citizen committees
- Prepares a variety of technical, statistical and narrative reports, correspondence and other written materials
- Maintains accurate records and files related to the areas of assignment
- Answers questions and provides information to the public
- Monitoring and updating the District's uniform and cellular telecommunication contract; assists with the purchase and procurement of materials and supplies
- Coordinating and assisting with Park District events and projects; assisting in the preparation documents and printed materials
- Answering District telephone inquiries and messages
- Work closely with department Administrative Secretary and assisting with typing, data entry, filing, and distribution of printed materials.
- In addition, the position may be required to temporarily take over front office duties in the absence of the department's Administrative Secretary.
- May be required to act as temporary Department Head in the absence of the Director of Planning and Maintenance
- The position may perform other related work as assigned.

EMPLOYMENT STANDARDS

Bachelor's degree from an accredited college or university with a major course work in urban planning, landscape architecture, engineering, business, public administration, or related field. Four (4) years of public agency employment with experience and knowledge of research and analytical methods, and basic principles and practices of public administration, organization and personnel.

Experience using Word, Excel, Outlook, and typing speed of 40+ wpm with accuracy desired. A valid California driver's license with good driving record required. Position requires the ability to organize work, produce finished products that are accurate and professional, prioritize and meet deadline, exercise good judgement in interpreting instructions and executing responsibilities, adapt to change in assignments and interruptions, communicate effectively, and maintain professional, constructive and cooperative working relationships with vendors, the public and co-workers.

PHYSICAL ACTIVITY REQUIREMENTS

It is expected that this position will require sitting 70% of the time and standing and/or walking 30% of the time, occasionally on rough or uneven terrain. Requires occasional lifting, carrying, and/or pushing/pulling loads up to 25 pounds; some bending and climbing stairs; occasional kneeling/squatting, reaching overhead/stretching. Position requires the operation of motor vehicle, computer and other general office equipment.

EQUAL OPPORTUNITY EMPLOYER

All aspects of employment and promotion shall comply with the principle of Equal Employment Opportunity.

05/21