

CHIEF MANAGEMENT ANALYST

DEFINITION

Under general supervision, coordinates and monitors a variety of complex management and administration duties, policy analysis and/or research, prepares reports and provides technical assistance within the Transportation Department.

MANAGEMENT RESPONSIBILITY

This is a supervisory position with responsibility for assigning, supervising, and directing the work of staff within the administrative division including analyzing data and policies and preparing a variety of technical reports.

EXAMPLES OF DUTIES

Provides supervision, direction, and work coordination for assigned staff with the Administration Division to include studies & surveys; collects information on administrative, financial, operational, and other transportation-related programs; researches, collects, compiles, analyzes & presents technical statistical data; gathers and presents data for department heads & elected officials on policy, administrative, operational, financial and/or other transportation-related matters; identifies and analyzes data and makes recommendations to department administration; monitors, analyzes and makes recommendations concerning legislation affecting the department and its operation; assists in developing and implementing long-range strategic plans; prepares reports, charts, graphs, correspondence, memos, presentations, as needed; attends and participates in intergovernmental functions and meetings, including evening and weekend events; develops and monitors project-related budgets as assigned; prepares and makes public presentations; plans, organizes, coordinates, conducts public events such as public hearings, community meetings, workshops, seminars and taskforces; plans, coordinates, manages and monitors activities of assigned projects to ensure that goals and objectives of project are accomplished; manages service contracts; represents assigned functions with City staff and other governmental agencies as delegated.

CHIEF MANAGEMENT ANALYST

SPECIAL REQUIREMENTS

Possession of an appropriate California driver's license.

EMPLOYMENT STANDARDS

Knowledge of:

- Modern principles, practices and techniques of transportation, operation of a public transit system and/or service planning.
- Applicable local, state, and federal laws, rules, and regulations governing policies related to public transportation.
- Legislative structures, protocol and legislative analysis.
- Principles and practices of effective customer service.
- Techniques and principles of effective public speaking and interpersonal communication.
- Organization of public events, public hearings, community meetings, workshops and seminars.
- Standard office machines, equipment, and software.
- Record keeping methods and procedures.
- Research methods and procedures.

and

Ability to:

- Research, collect, analyze, compile & present information related to transit functions.
- Manage complex projects, contracts, develop and track budgets.
- Demonstrate political acumen & knowledge of political protocols.
- Research, track, analyze legislation at all levels of government.
- Provide recommendations for policy positions and service changes.
- Operate computers and standard office equipment.
- Effectively represent the Department with concerned individuals, organizations, agencies and at intergovernmental and City functions.
- Prepare a variety of reports and presentations.
- Establish and maintain cooperative working relationships.
- Communicate effectively orally and in writing.

and

CHIEF MANAGEMENT ANALYST/STRATEGIC PLANNING**EMPLOYMENT STANDARDS (cont.)**

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited "four" year college or university with major course work in public administration, business administration, urban planning, public policy or a closely related field is desirable.

Work Background: Three years experience public transportation or transit service planning is desirable.

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