CITY OF BRAWLEY

JOB ANNOUNCEMENT

DEPARTMENT:	**Finance**
POSITION:	Management Analyst
SALARY:	$5,546.30/ month Range 32 – Management, Confidential, Unrepresented
EXAM TYPE:	Oral Interview
DUTIES:	See job description
QUALIFICATIONS:	Education: Completion of a Bachelor's Degree in Accounting, Finance, Business or Public Administration or a closely related field from an accredited college. Experience: Three to five years of professional work experience in finance or accounting. Additional Requirement: Possession of a valid California Driver's License with an acceptable driving record.
APPLY TO:	Personnel – City Administration Offices 383 Main Street Brawley, CA 92227 (760) 351-3057
APPLY BY:	January 3, 2020 by 5:00 PM

CITY OF BRAWLEY

CLASS TITLE: Management Analyst

BASIC FUNCTION: Under general supervision, provides a wide variety of technical assistance with special projects and studies; performs administrative and budget research and analysis for all City Departments. Assists in administration and management of assigned contracts and other matters as assigned.

REPRESENTATIVE DUTIES

ESSENTIAL DUTIES:

Essential Job Functions: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

Conducts research and analytical studies on a variety of citywide special projects, programs and issues; collects relevant data and works collaboratively across departments to assemble key information; and assists in the development of procedures and forms to strengthen contract administration of outsourced services.

Analyzes data gathered and develops solutions and alternative methods for implementation.

Analyzes data and develops written summaries and, reports; presents research findings in a clearly written and well-reasoned professional format.

Performs statistical research, analysis, and reports regarding citywide functions and program areas.

Provides oversight for all City contracts and ensures contract compliance for functions such as street sweeping, trash collection and recycling, and property leases.

Maintains a database of all City owned vehicles and field equipment purchases.

Serves as a key liaison for fleet management and fuel vendors.

Assists departments with vehicle repair and purchases; coordinates repairs of damaged equipment with departments and risk management.

Monitors and ensures timely compliance with regulatory matters and reporting requirements.

Prepares reports detailing the status of all grant applications and prepares statements regarding the financial impact that the grant funding will have on the City's general fund and enterprise funds.

Approved: 12/20/2019

Assists in the preparation of operations forecasts for current and future years using statistical modeling techniques.

Provides support services to the Finance Director in the preparation, interpretation and monitoring of departmental budgets.

Assists in the implementation and maintenance of systems utilized for budgeting.

Participates in the development of accounting systems, accounting procedures and internal control policies.

Regularly examines alternative methods of providing required accounting services in order to reduce departmental operating costs.

Performs special projects, such as those relating to internal and external financial audits, systems review and special reports.

Performs the analysis of financial implications of regulatory changes and any potential effects on the City's financial statements.

Prepares thorough and accurate financial analyses of all projects assigned.

Serves as an accounting resource for lower level Finance staff and department managers.

Consistently completes all assignments in a timely manner, thorough and appropriately detailed.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Concepts, theories, principles, methods and practices of organizational and municipal government administration;
- Research and statistical methods;
- Cost accounting procedures, practices, methodology and their relationship to budgeting;
- Report preparation and presentation methods;
- Principles and practices of grant administration;
- Principles of accounting and procurement;
- Basic fiscal functions and operations of a municipality;
- Business correspondence, letter writing and format including proper English grammar, spelling and punctuation;
- Interpersonal skills using tact and diplomacy.
- Computer applications including database and spreadsheet programs and the skills in the operation of a personal computer and related software to perform word processing, spreadsheet operations, data base operations and other related areas.

ABILITY TO:

Obtain, analyze and process financial data pertinent to a variety of topics; prepare, submit and present complex written reports; coordinate and plan multiple projects; prepare and present clear, concise and accurate reports orally and in writing. Must have the ability to effectively organize and prioritize own work, coordinate projects, set priorities, meet deadlines and follow-up on assignments. Maintain a cooperative working relationship with supervisors, peers and subordinates. Be able to effectively and professionally communicate with the public including stakeholders and vendors.

EDUCATION AND EXPERIENCE: Completion of a Bachelor's Degree in Accounting, Finance, Business or Public Administration or a closely related field from an accredited college. Three to five years professional work experience in finance or accounting. Possession of a valid California Class C driver's license with an acceptable driving record.

WORKING CONDITIONS

ENVIRONMENT: This work is primarily indoors in an office environment. May be required to travel to and from meetings, on-site visits to various locations and interact with a variety of people. May be required to publicly speak.

PHYSICAL DEMANDS: Required to sit, stand, walk for extended periods of time. Must be able to use hands to finger, handle, grip, grasp or feel objects. Required to hear and speak to exchange information in person or on the telephone. Required to communicate verbally and in writing. Maybe be required to bend, stoop, kneel, crawl and crouch. May occasionally lift and/or move up to 25 pounds.