



TAHOE CITY PUBLIC UTILITY DISTRICT Job Description

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

JOB SUMMARY

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

DISTINGUISHING CHARACTERISTICS

The Management Analyst is the journey level professional classification in the Management Analyst series. Positions in this class assist higher level management in various tasks and projects. While positions in this class have some flexibility in the selection of steps and timing of a work process, assignments and objectives are set for the incumbent and established work methods are followed.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned department manager.

Exercises technical and functional supervision over consultants.

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 or assist with 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 assigned District projects and activities.
- Secure and manage grant funding, as assigned, for various District projects and operational needs and assure compliance with grant conditions.
- Participate in the development and implementation of District strategic plans, master plans, policies, procedures, and standards.

- Attend various committee/board and other governmental and non-governmental meetings; serve on various committees and task forces.
- Perform research and analysis on data for various District business operations, projects and programs.
- Participate in the implementation of District public relations and customer engagement plans.
- Implement, track and analyze strategic marketing plans for District concessions and business operations.
- Provide persuasive and accurate justifications, written reports and materials.
- Prepare and assist Management staff with reports for Board and committees, the public and outside agencies.
- 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.
- Attend and participate in public and internal meetings.
- Perform all other duties as assigned.

EMPLOYMENT STANDARDS

1. 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, methods and practices of municipal finance and budgeting.
- 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.

- 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.
- 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.
- Prepare persuasive written and presentation materials for projects and programs.
- 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 is desired.

Experience: Two (2) years of progressively responsible professional experience in governmental agency or similar organization.

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: 4/24/2017

Classified by: 

Date: 4/24/2017

Approved by: 

Date: 4/24/2017