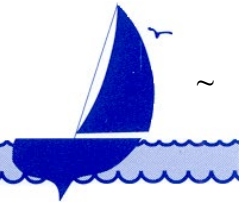




City of Des Moines, Washington

JOB DESCRIPTION



MANAGEMENT ANALYST III/EXECUTIVE ASSISTANT

Regular, Full-time

Salary Grade: E-24
FLSA Status: Exempt

Union Status: Non-represented
EEO Category: Professionals

Nature of Work

Under the general supervision of the City Manager, with a dual reporting relationship to the Director of Community/Administrative Services, this position performs a variety of complex technical, administrative and professional work in support of the City Manager and the Community Services Department. The incumbent will be responsible for the development, implementation and formulation of goals and objectives for senior management and the City Council. The Management Analyst III will also be responsible for researching, analyzing, evaluating and making recommendations for projects that cross department lines such as contract management and grant coordination to include reviewing for compliance and monitoring due dates/timelines and completion.

The Management Analyst III serves as the Executive Assistant to the City Manager and will be responsible for providing the City Manager with confidential and administrative and clerical support to manage the daily operations and workflow for the City Manager office. This position has a high degree of responsibility and will be expected to handle sensitive matters with professional demeanor in a dynamic environment. They will perform complex administrative research and analysis, and may provide recommendations for efficient administrative/clerical operations of the Administration department.

This position will also provide a variety of highly responsible administrative support to various departments for routine and special projects to including staffing the Human Services Advisory Committee, facilitating the City Wellness Program and serving as the Civil Service/Chief Examiner for Civil Service Commission.

Distinguishing Characteristics

The Management Analyst III's differ from the Management Analyst II in that this position applies complex and advanced principles to oversee and implement, when directed, management studies and analyses of current and proposed operations and programs related to department or program goals, organizational structure and resource utilization, productivity and efficiency. This position produces regular and ad hoc reports and plans for executive management. The incumbent may oversee, participate in and facilitate work groups and committees; provide interpretations, present research findings and recommendations to executive management, elected officials and outside organizations.

The Management Analyst III performs more complex assignments requiring considerable scope, complexity and long-term commitment. This is different from the Management Analyst II, who applies their technical abilities to coordinate and conduct management studies whereas the Management Analyst III is maybe assigned to oversee and implement the results of assigned tasks.

Essential Functions

- Oversees and performs professional level research and analysis of various City programs and city contracts for efficiency and cost effectiveness; researches a spectrum of information by identifying, locating and extracting relevant data and information from varied sources in order to obtain sufficient, valid and reliable data for analysis and decision-making purposes by management.
- Manages and administers City's Community funded programs; provides resources and referral information to citizens in need along with contract oversight with various vendors.
- Oversees, administers and monitors a variety of municipal service contracts with the county, other public entities, consultants and private contractors. Maintains documentation on grants; coordinates evaluation and monitoring of grant-funded programs; writes grants applications according to formats required, and submits application to funding agency or foundation as assigned.
- Assists and acts in a confidential capacity in the administrative support of the City Manager; prepares for, coordinates, schedules and arranges meetings, retreats, special events in the City Manager's Office. Greets customers, responds to inquiries and complaints or directs to the appropriate staff person or the City Manager for resolution; reviews correspondence and reports from other departments for accuracy, form and completion.
- Conducts complex management studies and analyses of current and proposed operations and programs related to organizational structure, budgets and the utilization of departmental staff, equipment and facilities; suggest alternatives to improve performance, and increase productivity and efficiency.
- Prepares requests for proposals for services; researches a spectrum of information by identifying, locating and extracting relevant data and information from varied sources; researches, compiles, and prepares reports for statistical data and recommendations in an accurate and timely manner for analysis and decision-making purposes by management.
- Facilitates the City's Wellness program, ensuring that AWC milestones are reached to stay in compliance with Well City standards with assistance from the Human Resources Department. Tracks and coordinates employee recognition, years of service and retirement recognition awards. Coordinates agency-wide training activities including logistics of location, speakers, sending notices, preparing training materials, arranging for refreshments, and tracking attendance.
- Serves as Civil Service Secretary/Chief Examiner for the Civil Service Commission; prepares agendas and minutes, schedules meetings and hearings; arranges; maintains current eligibility lists; oversees recruitment, which includes oral board and assessment testing, in collaboration with the Human Resources Department.
- Represents on behalf of City management at meetings or committees as assigned. These meetings may include civic, governmental, neighborhood, or business organizations. May also be assigned to support a variety of boards, commissions and committees. Reports to the City Manager and Council on proceedings of meetings.
- Researches legislative issues and provides recommendations as assigned by City Manager.

- Analyzes operating, business and administrative procedures to identify the most efficient methods of accomplishing work and makes recommendations on operating, business and administrative procedures, including policies, procedures, and functions.
- May serve as a project lead for assigned projects or areas as assigned by the City Manager Director of Community –Administrative Services.
- Maintains cooperative and problem-solving attitude in dealings with other team agencies; maintains coordination with community advocates.
- Establishes and maintains cooperative, effective working relationships with coworkers, other City employees, and the general public using principles of good customer service.
- Reports for scheduled work with regular, reliable and punctual attendance.
- Performs other duties as assigned, including but not limited to being assigned to work in other functional areas to cover absences or relief, equalize peak work periods, or balance the workload.

Necessary Knowledge, Skills, and Abilities

Knowledge of:

- Principles of research methods and methodologies.
- Process improvement techniques.
- General principles, practices and procedures for implementing and administering various federal, state and local grants.
- Principles and practices of public administration and various levels of governmental organization.
- Applicable local, regional, state, and federal regulations as well as other relevant laws, rules, and regulations;
- Correct English usage including grammar, spelling and vocabulary.
- Use of standard office equipment, including utilizing word processing and spreadsheet software, and peripheral equipment such as facsimile copiers and printers.
- Communication business practices including electronic, telephone or direct public contact.

Skill and Ability to:

- Conduct research, compile and analyze statistical and other data, and prepare and presenting reports and/or recommendations.
- Effectively conduct directed interviews and obtain relevant information from persons in crises.
- Work collaboratively with public officials, senior management and key community partners.
- Coordinate varied demands and cope with stress and disturbing situations.
- Set priorities.
- Write clearly and effectively.
- Give clear, effective, and decisive oral presentations in various settings.
- Exercise discretion and sound judgment in coordinating, organizing, prioritizing, and performing the work assigned.
- Follow directions, instructions and protocol in the course of duties assigned.
- Independently prioritize and solve problems related to deviations in work assigned in order to meet fixed or fluctuating deadlines and achieve work objectives.

- Utilize computers, databases, related software, and automated equipment to produce reports, typing with sufficient speed and accuracy to accomplish assignments in a timely manner.
- Successfully perform the essential functions of the position.

Education and Experience Requirements

- Bachelor's degree in Public or Business Administration, or closely related field; *and*
- Three years' of increasingly responsible professional administrative experience to include experience in researching and analyzing policies, laws, rules or regulations; data management and reporting and or business process analyses, or grant coordination/management and/or providing executive-level administrative support; *or*
- A combination of experience and training enabling the individual to perform the position's essential functions may be considered.
- Proficient in Microsoft Word, Excel, PowerPoint, Publisher, and Outlook.
- Public sector experience, desired.

Special Requirements

- Possess or have the ability to obtain and maintain WA State Notary License.
- Possession of and the ability to maintain throughout employment a valid Washington State Driver's License with a good driving record.
- Successful completion of a pre-employment background and criminal history check.
- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.

Working Conditions and Physical Abilities

- Work is performed in an office setting. Attendance at night meetings, early meetings, and weekend events may be required. Occasional travel to off-site locations is required and eye coordination and fine manipulation skills are necessary to operate computers and office machinery. The position also requires the ability to speak and hear to exchange information, the ability to sit for extended periods, and the ability to bend and stretch to retrieve and maintain files and records.
- Incumbent may be exposed to noise from basic office equipment operation. Some lifting of light objects (less than 20 pounds) may be required.

Equal Opportunity Employer

- The City of Des Moines is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. The City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.
- In accordance with the Americans with Disabilities Act, an employer is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified

individual with a disability. In general, it is the responsibility of the applicant or employee with a disability to inform the employer that an accommodation is needed to participate in the application process, to perform essential job functions or to receive equal benefits and privileges of employment.

General Information

- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.
- The physical abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.
- Updated 2022, 2023/ Reclassified 2023.