MANAGEMENT ANALYST

Definition:

To perform professional administrative, analytical and technical duties in conducting comprehensive analyses, including financial review and budgetary analysis of assigned programs and projects, and coordination of district public information and communications program, and organizational policies, procedures, finance and services; to serve as a public policy analyst and public information officer in a fire and emergency management organization; to develop, implement and administer assigned program responsibilities, including developing, tracking, and monitoring budget, developing appropriate communications for, and financial management of assigned programs, projects and organization-wide initiatives; to demonstrate a full understanding of all applicable methods, acumen, practices, policies, procedures, laws and regulations, associated with assigned duties.

SUPERVISION RECEIVED AND EXERCISED
The Management Analyst receives general supervision from the Fire Chief or the Assistant Fire Chief. May exercise functional and technical supervision over assigned staff.

DISTINGUISHING CHARACTERISTICS
The Management Analyst is a mid-management non-safety classification. Under general supervision, incumbents are expected to perform independently the full scope of administrative analysis and research on new and current program activities as assigned while learning District policies and procedures.

Examples of Duties
Duties may include, but are not limited to, the following:

- Assist in the development and implementation of goals, objectives, policies and procedures for assigned division(s); analyze and recommend strategies to improve productivity, reliability, cost allocation, environmental quality and safety.
- Assist with and perform division budget preparation, analysis and administration, including revenue forecasting and capital project financing; monitor expenditures; approve invoices and purchases; meet with division managers regarding expenditures and necessary adjustments.
- Serving as the District's Public Information Officer and managing organizational communications internally and externally under the direction of the Fire Chief or Assistant Fire Chief including:
    - Taking daily photographs to build the annual library
    - Taking and editing videos, building social media content
    - Producing the newsletter once a month and distributing to +/-6,000 people
    - Maintain Social media platforms (e.g., Facebook, Instagram, etc.) as requested for special projects, reports or other specified needs
    - Scheduling, advertising, preparing content and events, working with Agency partners

  - Coordinating scheduling, preparing content, and presenting to the academies
  - Assisting in planning, coordinating, and hosting District events and Badge Pinnings
  - Researching, writing, applying, and managing all District grants
  - Planning, advertising, registering, setting up, hosting, and cleaning up events
  - Administering the building of the new website, working with the current website vendor
  - Attending Apartment Manager / Mobile Home meetings with an ACPD Officer and the management to address Fire District issues and create community engagement
  - Coordinating, educating, attending, and following up with anyone who wants to learn about what the District does through Career Days, school visits, and station tours
- Assist in the preparation of grant applications, leases and/or bond issues; assist in the administration of grants, insurance and risk management, investments and nonprofit foundations.
- Gather and analyze data and make recommendations on a variety of municipal issues and problems, including administrative, fiscal, personnel and operational areas; conduct research and provide administrative assistance within a division; assist in the analysis and resolution of management information system problems and needs.
- Represent the District or a division in a wide variety of meetings with local community groups, professional associations and other local entities as required.
- Assist in the preparation and presentation of a wide variety of reports, manuals, procedures and publications; conduct policy and legislative analyses; make extensive use of spreadsheet and database programs.
- Oversee a variety of special projects, assigned programs, and assignments, including planning, organizing, coordinating and directing a variety of activities, such as communication and public information programs to foster public understanding of District goals, policies, programs and services.
- Coordinate assigned work with related activities by other District divisions, governmental organizations and public organizations; identify interdivisional cooperation opportunities.
- Establish positive working relationships with representatives of community organizations, state/local agencies and associations, District management and staff and the public.
- Work with the Assistant Chief and Battalion Chief to coordinate training & schedules, ensure proper documentation, work with outside agencies to record and validate all training opportunities for reimbursement funds.
- Work with Firefighters and mechanics to ensure all issues are documented and costs are tracked. Schedule mechanics and resolve outstanding recurring issues while projecting upcoming issues, and assist line personnel with coordinating, dropping off & picking up any needed firefighting tools.
- Support Medical Unit with medication control. Ensure open communication, licenses are updated to date, and all documentation is according to DEA's guidelines
- Support Fire Marshall with collecting and recording fees for fire permitting.

- Develop and implement new innovative and creative promotional programs in conjunction with educational institutions, local business groups and service organizations.
- Manages District activities and programs, including community activities, education, and emergency preparedness
- On behalf of the Fire Chief or District Manager, attend regular meetings and activities involving local, regional, state, and federal agencies, especially for regional planning and emergency preparedness.
- Attend conferences and seminars to keep abreast of developments in emergency services and public administration.
- Gather information, write, edit, proofread, and present regular and special articles, web content, press releases, social media postings, and news stories concerning Fire activities.
- Arrange and prepare marketing material, such as posters, brochures, booklets and website content.
- Back up the Administration Division Manager with administrative tasks, including but not limited to recruitment, payroll, budgeting.

Employment Standards
Knowledge of:

- Principles and practices of public administration.
- Applicable federal, state, and local laws, codes, and regulations.
- Research techniques, sources and availability of information, and statistical and fiscal analysis.
- Basic methods and techniques of supervision, training, and personnel management.
- Contract negotiation and administration; and grant writing and administration.
- Methods and techniques of project and program development and administration, including budget development, administration, and evaluation.
- Methods and techniques of written report preparation and presentation, and effective record keeping.
- English spelling, punctuation, and grammar.
- Occupational hazards and standard safety practices.
- Modern office practices, methods and equipment, including personal computers and applicable software.
- Techniques and principles of effective interpersonal communication.

Ability to:

- Analyze financial, budgetary, administrative, operational, and organizational problems; identify and evaluate alternatives; and make sound recommendations.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Communicate clearly and in plain English, convey an idea persuasively, orally and in writing to the press, staff, public, elected officials, advisory and governing bodies.

- Write effective and informative communications and media pieces; update social media and web-based platforms, appear on video and audio media when necessary; convey ideas clearly and understandably within the authority provided to you.
- Interpret and apply administrative and divisional policies, laws and rules; carefully analyze situations and adopt an appropriate and effective course of action within scope of responsibility.
- Make adjustments to standard operating procedures to improve effectiveness and comply with regulatory changes as appropriate.
- Explain and apply applicable laws, codes and regulations.
- Negotiate and oversee contracts.
- Consult effectively with management and staff.
- Maintain confidentiality of sensitive information routinely encountered in the course of work.
- Progressively assume more difficult responsibilities and demonstrate an understanding of advanced principles, practices, and techniques related to assigned duties.
- Use a personal computer and a variety of word processing, spreadsheet and other software applications to produce complex reports, charts, spreadsheets and related documents.
- Prepare clear and concise written administrative documents and reports and make oral presentations.
- Observe and ensure practice of safety principles.
- Establish and maintain effective working relationships.

Minimum Qualifications

Experience:

Two (2) years of professional-level administrative experience that demonstrates the application of the above knowledge, skills, and abilities in either the private or public sector is required; public sector experience is preferred.

Education:

Bachelor's degree from an accredited college or university with major coursework in public administration, Organizational Phycology or Communications, public policy or a closely related field is required. Master's degree in economics, public administration, finance, business administration, or information systems is preferred.

Note:

Additional qualifying experience may substitute for the education on a year-for-year basis for up to two years of education, provided that it was a public safety agency or a California special district.

Supplemental Information

License Requirement:

Possession of a valid California Class C Driver License at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be reviewed case-by-case.

Physical Requirements:

Work may include prolonged sitting, as well as light to moderate lifting, reaching, stooping,

pulling, pushing, manual dexterity, clear speech, visual and hearing acuity. The need to transport files, paper and documents weighing up to 25 pounds is also required.

Other Requirements:
The position may require evening or weekend work with some regularity. The Fire Chief shall determine the actual work schedule based on the needs of the District.

FLSA Overtime Status: Non- Exempt
Labor Unit: Unrepresented