



City of Greenfield

MANAGEMENT ANALYST

Job Title:	Management Analyst
Department:	Community Development
Reports To:	Department Director
Employee Type:	Fulltime
FLSA Status:	Non-exempt
Effective Date:	04.2022

DEFINITION

Under general supervision, provides a variety of complex and technical office administrative support work primarily to the Community Services Department, and particularly for Planning and Building. Assist the department director and other key staff and providing information to the public in various capacities; performing legal and property research; preparing computer maps and related information for development requests; issuing building permits; determining planning and building permit fees; working closely with the City Engineer and Building Official/Inspector on planning, zoning, and building permit/inspection issues; and working closely with the public and the Senior Planner, Community Development Director, City Engineer, Building Official, and Building Inspector on planning, zoning, and building issues. Assist customers at the counter; prepares, processes and distributes a variety of reports, records and other documents; and performs related work as assigned.

CLASS CHARACTERISTICS

This is the specialist level in office support with responsibility including the performance of complex or difficult office support work requiring the use of independent or the application of technical knowledge and/or related skills. Lead direction of others is not a regular part of the job although project or relief leadership may be required.

ESSENTIAL FUNCTIONS:

The following duties and functions are normal for this classification. The omission of specific statements of the duties and functions does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned, and expected commensurate with the administrative needs of the department and organization as well as new state and or local laws.



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- Provides accurate information to the public on planning, zoning, development, subdivision, landscape, signage, drainage, grading and applicable design and development standards and ordinances;
- Receives applications for building permits and land use applications; and performs an initial review of the applications for completeness and compliance with applicable ordinances and codes;
- Performs research including, but not limited to zoning, planning, and property research on development requests;
- Issues building permits on applications determined to be complete and in compliance with ordinances and codes;
- Prepares maps, reports, graphics, documents, and related supporting information on development requests;
- Prepares files, legal notices, and hearing notices for City Council and Planning and Zoning Commission public hearings;
- Mails out communications, reminders and notifications to the public as required;
- Provides technical and administrative assistance and support to the Community Services Department, including planning and building;
- Assists in preparing and maintaining departmental records, logs, reports, schedules and documentation;
- Prepares and maintains accurate files, exhibits, and related presentation materials;
- Performs office support duties including, but not limited to, filing, faxing, copying, answering telephones, answer inquiries, proofreading, collecting fees and other related support duties;
- Performs all work duties and activities in accordance with City policies, procedures, and safety practices.
- Performs other planning and building duties as assigned.

QUALIFICATIONS

Knowledge of:

- Office administrative practices and procedures, including records management and inter-departmental work coordination.
- Applicable regulations, policies and statutes.
- Business letter writing and the standard format for correspondence and reports.
- Business arithmetic.
- Correct English usage, including spelling, grammar and punctuation.
- Computer applications related to the work, including Microsoft suite applications



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- Standard office practices and procedures, including records management and the operation of standard office equipment (Computer, 10 key calculators, fax and printer machines).
- Techniques for dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.

Ability to:

- Perform technical, detailed and responsible office support work.
- Interpret, apply and explain policies, procedures and regulations.
- Analyze and resolve various office administrative problems.
- Organize own work, set priorities and meet critical deadlines.
- Make sound, independent decisions within established procedural guidelines.
- Compose correspondence independently or from brief instructions.
- Compile and summarize information to prepare clear and accurate reports.
- Maintain accurate records and files.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Type at a rate of 40 net words per minute.

EDUCATION AND EXPERIENCE

Equivalent to graduation from high school and three years of general office administrative or secretarial experience. College level course work or technical training in a related field and experience in dealing with the public, accounts payable, planning, building or construction related training is desirable.

License/Certificate:

Must possess a valid California class C driver's license and have a driving record acceptable with the City's insurance carrier.