



CITY OF SAN ANTONIO JOB ANNOUNCEMENT

111 Plaza de Armas San Antonio, Texas 78205 Phone No. (210)207-8108

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Job Number / Title: 0999-SR MANAGEMENT ANALYST **Closing Date:** 11/25/2009
Salary: \$46,579.81 - \$69,869.72 / Annually
Date Posted: 11/11/2009 **FLSA Status:** Exempt
Department: Solid Waste Management **Grant Funded:** No

Job Summary

Under general direction, is responsible for coordinating, planning, and monitoring City and departmental projects. Conducts research, analyzes complex statistical data, develops planning timetables, evaluates systems policies and procedures, and makes recommendations to achieve goals and objectives. May exercise supervision over assigned professional and clerical staff.

Essential Job Functions

- Plans and conducts organizational studies to improve the utilization of human and other organizational resources;
- Analyzes complex data, policies, practices, systems, procedures, and develops written summaries on finding and recommendations;
- Evaluates and recommends staffing levels to insure effective utilizations of human resources;
- Consults with departments or divisions to improve productivity and delivery of services;
- Prepares and monitors annual budget for a large department
- Prepares management reports and deliver presentations;
- Prepares detailed written reports and presentations on proposed and ongoing projects;
- Coordinates departmental projects with city-wide impact, to include the dissemination and communication of information to affected City departments;
- Prepares grant applications for securing projects funds from governmental agencies and financial institutions in coordination with the City Attorney, City departments, other governmental entities, private firms, and citizens;
- Prepares detailed written reports, presentations and presents projects to City Manager's Office, City Council, private developers government and other organizations;
- Performs related duties and fulfills responsibilities as required.

Job Requirements

- Bachelor's Degree from an accredited college or university with major coursework in Business, Public Administration, or a related field;
- Five (5) years of experience in a relevant field, including but not limited to management, analysis, or policy development;
- Substitution Ratio: Two years of related experience may be substituted for one year of higher education or one year of related higher education for two years of experience;
- ANY APPLICANT SELECTED FOR EMPLOYMENT WITH THE CITY OF SAN ANTONIO MUST RECEIVE SATISFACTORY RESULTS FROM PRE-EMPLOYMENT DRUG TESTING, REFERENCES, BACKGROUND CHECKS AND CREDENTIAL VERIFICATION. ADDITIONALLY, EMPLOYEES IN SENSITIVE OR HIGH RISK POSITIONS ARE SUBJECT TO INTERVAL CRIMINAL BACKGROUND CHECKS AND IN ACCORDANCE WITH TITLE 49 CODE OF FEDERAL REGULATIONS, EMPLOYEES IN CDL POSITIONS ARE SUBJECT TO RANDOM DRUG TESTING.

Preferred Qualifications

- Experienced in the planning, developing and implementation of various waste reduction programs, recycling programs and composting programs;
- Experienced in developing and implementing residential, multi-family and commercial recycling programs;
- Experienced with applying, writing, monitoring and reporting processes for grants;
- Experienced with outreach resources utilizing websites for adults and children;
- Knowledgeable of yard waste recycling programs;
- Must possess excellent communication skills and must be able to present programs to large groups in an

articulate manner;

- Must possess good organization skills and be able to handle many tasks at one time;
- Must possess good computer skills with spreadsheets, documents and presentations;
- Requires driving and attending occasional weekend and after hours outreach events.

Physical Requirements

- Light

Work Location

- 1940 Grandstand

Work Hours

- 7:45 a.m. - 4:30 p.m., Monday - Friday;
- At the Dept.'s Discretion, the Work Location and Work Days/Hours May Be Subject to Change;
- This position can be closed at any time.

Contact Dawnette Escobedo (207-8108) for further information.

The City of San Antonio is an Equal Opportunity Employer