



Job Description

FINANCE AND ADMINISTRATION DIVISION Management Analyst

The San Francisco County Transportation Authority is the sub-regional transportation planning and programming agency for San Francisco County. Our mission is to make travel safer, healthier, and easier for all. We plan, fund, and deliver local and regional projects to improve travel choices for residents, commuters, and visitors throughout the city.

SUMMARY

The Management Analyst Series in the Finance & Administration Division includes three levels of professional Management Analysts who work on complex, sensitive, and detailed analytical work in the areas of financial/fiscal, administrative policy, contract administration, grants and budgets. The Management Analyst assists or participates in larger complex or has full responsibility for less complex processes.

Reports to: Principal Management Analyst

Exemption Status: Full-Time, Exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists with competitive contract vendor selection, conforming to federal, state, and Transportation Authority procurement and contracting policies, including placing advertisements and public notices for contracts; processes low to moderately complex contracts. Coordinates activities related to the competitive contract vendor selection process, including receipt and review of bids, and contract preparation. Assemble procurement and contract documents to granting agency, as needed.
- Assists in the preparation and cost estimates and terms for new and existing contracts, for proposed change orders and modifications; reviews contract provisions, and meets with project and program managers to develop cost estimates; assists in analyzing costs related to change orders and modifications; maintains data and information resources on current industry cost standards for materials, equipment and labor costs; establishes and maintains contact with sources of information including vendors, consultants and governmental agencies.
- Participates in activities for Transportation Authority's Disadvantaged Business Enterprise (DBE) and Local Business Enterprise (LBE) Program. Assists in preparing corresponding statistics and report and monitoring contract performance and compliance. Monitors consultant certification status. Coordinates outreach events with other agencies.
- Assists in the coordination of activities related to the application for, and management of, multiple source capital projects and/or grants.
- Assists in the performance of economic and/or financial analyses including forecasting, revenue and/or expense projections; prepares appropriate supporting documentation to analyses; may assist in the preparation of audit schedules.
- Participates in the development and administration of the annual and supplemental budgets. Monitors contract budgets, ensures consultant expenditures remain with budget, and notifies project managers of contract concerns.



- Participates in reviewing and analyzing existing administrative policies and procedures; prepares analyses on detailed studies; prepares reports on studies and surveys; may coordinate the implementation of new systems and/or procedures.

SUPERVISORY RESPONSIBILITIES:

May supervise interns and external consultant teams.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Training and Experience: Completion of a bachelor's degree in public or business administration, finance, accounting or economics from an accredited university, and one (1) year of experience in complex financial/fiscal analysis, economic analysis, contract administration, or administrative policy analysis is required. An equivalent combination of education and experience is acceptable.

Knowledge: Knowledge of principles and techniques of governmental organization and management; principles and techniques of financial/fiscal analysis; principles and techniques of economic and policy analysis; principles and techniques of generally accepted accounting principles and government accounting standards; application of statistical and other analytical methods; applicable local, state, and federal laws and regulations; principles involved in the development and implementation of complex systems and procedures; methods, procedures, and techniques needed for negotiations of contract terms, change orders, cost estimates and modifications; advanced proficiency with standard computer spreadsheet, word processing, database management and other office administration software.

Skills and Abilities: Ability to collect, synthesize, and analyze a wide variety of information; conduct difficult analytical studies involving complex administrative and financial systems and procedures; work with authority and efficiency to identify and define problems, determine methodology, evaluate data, make recommendations with appropriate justification and develop/implement a plan of action; establish and maintain effective communication with senior management, officials, other Transportation Authority staff, vendors, or other agencies; speak effectively and write clearly and concisely.

Physical Demands and Work Environment: The physical demands and work environment are characteristic of modern office work and include moderate noise (examples: business office with computers and printers, light traffic), and are representative of those an employee encounters while performing the essential functions of this job. Ability to travel on occasion.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Annual Compensation Range: \$65,585 - \$90,506 Adopted December 14, 2018
Resolution 19-33**