



City of San Antonio Senior Management Analyst

SALARY	\$28.37 - \$41.93 Hourly \$59,000.24 - \$87,207.12 Annually	LOCATION	78205, TX
JOB TYPE	4A Full-Time	JOB NUMBER	2025-00675
DEPARTMENT	Office of the City Clerk	OPENING DATE	02/03/2025
CLOSING DATE	2/18/2025 11:59 PM Central	GRANT FUNDED	No
FLSA STATUS	Exempt		

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 staff.

Work Location

100 W. Houston St. (City Tower) San Antonio, Texas 78205

Work Hours

8:00 a.m. - 5:00 p.m. Monday-Friday

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 findings and recommendations.
- Evaluates and recommends staffing levels to ensure effective utilization 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 delivers presentations.
- Prepares detailed 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 project funds from governmental agencies and financial institutions in coordination with the City Attorney, City departments, other governmental entities, private firms, and citizens.
- Prepares detailed 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.

PREFERRED QUALIFICATIONS:

- Experience with elections and candidate reporting requirements
- Experience with ethics and lobbyist reporting
- Experience with analytics and metrics reporting
- Texas Municipal Clerk Certification

APPLICANT INFORMATION:

- If selected for this position, official transcripts, diplomas, certifications and licenses must be submitted at the time of processing. Unofficial transcripts and copies of other relevant documents may be attached to the application for consideration in advance.
- Please be advised that if selected for this position, information regarding employment history as it relates to the qualifications of the position will be needed for employment verification. Applicants claiming military service to meet the experience requirement for this position may attach a DD214 to the application.
- Unless otherwise stated, applicants are permitted to substitute two years of related full-time experience for one year of higher education or one year of related higher education for two years of experience in order to meet the minimum requirements of the job. One year of full-time experience is defined as 30 or more hours worked per week for 12 months. One year of higher education is defined as 30 credit hours completed at an accredited college or university.
- Applicants selected for employment with the City of San Antonio in this position must receive satisfactory results from pre-employment drug testing and background checks. If required for the position, a physical, motor vehicle record evaluation, and additional background checks may be conducted.

Knowledge, Skills, and Abilities

- Knowledge of organization strategic planning principles.
- Knowledge of management information systems.
- Knowledge of budget and accounting principles.
- Knowledge of operations research.
- Knowledge of computer software and hardware applications.
- Knowledge of human resources planning methods.
- Knowledge of systems analysis principles.
- Ability to analyze complex organizational structures and functional relationships.
- Ability to conduct cost/benefit analysis studies of major organizational problems or opportunities.
- Ability to apply statistical and other quantitative methods to organizational studies.
- Ability to prepare and monitor budget for a large department.
- Ability to communicate effectively with all levels of management.
- Ability to supervise staff and coordinate major study projects.
- Ability to perform all the physical requirements of the position, with or without accommodations.
- Working conditions are in an office environment.

Employer

City of San Antonio

Address

Human Resources Department

San Antonio, Texas, 78205

Phone

Website

