



## TOWN OF YOUNTVILLE JOB DESCRIPTION

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### Management Analyst I/II – Deputy Town Clerk/Records Coordinator

#### **GENERAL PURPOSE**

Under direction of the Town Clerk/Records Manager or Town Manager, learn and perform a wide variety of moderate to highly complex professional, analytical and administrative support activities within an assigned department including but not limited to developing and/or administering departmental programs and budgets, conducting organizational and/or operational analysis, and managing a complex program or project.

#### **DISTINGUISHING CHARACTERISTICS**

The Management Analyst I is the entry-level classification in the Management Analyst series. Incumbents in this class perform the more routine administrative analysis and research on new and current program activities while learning Town policies and procedures and gaining specialized knowledge related to area of assignment.

The Management Analyst II is the journey-level class in the Management Analyst series. Incumbents in this class are expected to work independently in administering departmental programs and identifying the need for and developing changes to operating practices, systems, programs and policies. Incumbents may be assigned to specific department(s) such as Town Clerk/Records Management, Planning/Building, Human Resources, Public Works/Engineering, Parks and Recreation, or Information Technology. The incumbent performs the full array of duties within the area of assignment, including engaging in complex analytical projects, providing staff support to department administration and town officials, demonstrating a high degree of independence in interacting with all levels of town employees, managers, elected officials, community groups, other governmental agencies, and the public. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and they are expected to be fully aware of the operating procedures and policies within the work unit. Incumbents may supervise assigned staff and/or provide functional lead supervision on specialized projects, as assigned.

Management Analyst I and II is flexibly staffed, as authorized vacancies exist and depending upon Department need. Management Analyst I incumbents may advance to the higher level upon attainment of the required training, education and/or experience, including demonstrated proficiency in the areas of assignment.

#### **DUTIES AND RESPONSIBILITIES**

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Depending on departmental assignment, duties **may** include but are not limited to, the following:

1. Administer the Records and Information Management Program (RIM) and all aspects associated with the Town's Electronic Document Management System (EDMS) to ensure high level of quality control for Town records.

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2. Perform functions in support of the Town Clerk/Records Manager including but not limited to preparation and distribution of Town Council Agendas and Packets, attend Town Council meetings and prepare minutes; prepare proclamations, process ordinances, resolutions and staff reports; and post public hearing notices.
3. Work with Town departments and records management software to develop and maintain forms, and workflows.
4. Review and update department webpages; coordinate codification of the Town's Municipal Code; research and respond to Public Records Act requests;
5. Perform tasks mandated by the State of California (i.e. Filings required by the Fair Political Practices Commission) and the Town's Municipal Code.
6. Assist with Public Information Officer (PIO) functions including media releases, social media postings, and website maintenance.
7. Perform professional and administrative work for special projects in support of the Town Manager when directed.
8. Perform research and/or data gathering activities; analyze and interpret data collected and prepare periodic or special reports based on conclusions in assigned areas of responsibility; make recommendations on the formulation of operating policies and procedures, development and implementation of new program initiatives, workflow systems, staffing and/or organizational changes.
9. Administer on-going activities within a designated program area, including initiation, development and implementation of projects; coordinate project planning and/or program development activities; manage outside consultant contracts; and oversee projects through to successful completion.
10. Conduct surveys and perform research and statistical analyses on administrative, fiscal/budgetary, personnel and operational, and/or assist in departmental budget preparation.
11. Oversee the day-to-day administrative functions of the assigned department including budget monitoring, purchasing, supervision of clerical staff and related activities.
12. Respond to citizen requests and complaints for specialized information, as required.
13. Act as project coordinator or liaison as assigned duties may require; represent assigned work unit in interdepartmental, community and/or professional meetings as assigned.
14. Develop written recommendations; make oral presentations to Town Council, Boards and Commissions, higher level management, public and/or outside agencies.
15. Keep informed of current trends and technology in areas of responsibility and apply knowledge to functional area of responsibility.
16. Communicate and coordinate directly with Town Council on behalf of Town Manager as needed. Communicate and coordinate with Town Attorney on a regular basis.
17. Assist in the full range of professional duties in the Town Clerk/Records Management field.

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**MINIMUM QUALIFICATIONS**

**Knowledge of:** Applicable Federal, State and local laws and ordinances related to assigned program area, research and report writing techniques; principles of math and statistical analyses; basic principles and practices of municipal operations and its administration and organization; sources and availability of information; methods of report presentation as it relates to assigned work unit; effective methods for planning, coordinating and implementing program initiatives; principles of governmental financial administration, including public budgeting and reporting; principles and practices of organizational analysis and human resource planning; and modern office methods, procedures and practices including computer applications related to the work. (Specific areas of required knowledge will vary based on assignment.)

**Ability to:** Analyze a variety of moderate to complex administrative/operational problems and make effective operational and/or procedural recommendations; prepare effective and complete staff reports and make presentations to large and diverse audiences; exercise sound judgment and discretion; manage diverse and complex programs and/or projects as assigned; conduct research, perform statistical, content and/or cost-benefit analyses, and evaluate options based on findings; work with outside consultants to ensure timely submittal of project requirements; coordinate program initiatives across departmental lines; perform the full range of the assigned duties under minimal supervision; learn the Federal, State and local regulations and guidelines related to assigned duties; communicate effectively, both orally and in writing; understand and follow oral and written instructions; perform mathematical calculations accurately; manage and prioritize multiple tasks and shifting priorities; and establish and maintain effective work relationships with those contacted in the course of work.

**Education and Experience:** Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

**Experience:**

**Management Analyst I** – Two to three years of progressively responsible public sector administrative support experience, at least two of which were at the professional level performing administrative, analytical and/or program management duties, preferably in a municipal government setting. Experience in a City Clerk's Department is desirable but not required.

**Management Analyst II** – Two to three years of experience performing increasingly responsible professional administrative, analytical and/or program management duties directly related to the area of assignment, preferably in a municipal government setting. Experience in a City Clerk's Department is required. California Certified Municipal Clerk or Master Municipal Clerk is desirable.

**Education: At either level**, a Bachelor's degree or equivalent from an accredited college or university in political science, business or public administration, public policy, urban planning, liberal studies or other field applicable to the responsibilities and requirements of the position.

**Other Requirements:** Willingness to travel to various locations within and outside the Town limits; and willingness to work flexible hours in order to administer programs, conduct research and make presentations.

**WORKING TITLES**

The Town of Yountville's classification structure provides Town employees with classification titles that are descriptive of the work performed. However, when a more specific title would serve the departments operational interests, a working title may be used to describe the function of the position in even greater detail or more easily recognized terms in both internal and external communications. An illustrative

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example may include, Deputy Town Clerk/Records Manager, Planning Manager, Human Resource Manager, and Budget Manager. All working titles are approved at the discretion of the Town Manager.

**TOOLS AND EQUIPMENT USED**

Personal computer, including word processing, spreadsheet, web-site maintenance, PowerPoint presentation software, database, and project scheduling; motor vehicle; phone; cell phone.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met any an employee to successfully perform the essential functions of this job in compliance with the American with Disabilities Act (ADA) requirements. On a case-by-case basis, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in an office setting. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.

The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position.

The noise level in the work environment is usually quiet to moderate, but can be noisy due to existing office configuration. Because the working environment is in a public administrative setting, the incumbent works with frequent deadlines, constant interruptions and, at times, impatient and irate customers.

**SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position.

This position description does not constitute an employment agreement between the Town of Yountville and any employee and is subject to change by the Town as the needs of the Town and requirements of the position change, in accordance with applicable MOU provisions.

Approval: Brad Raulston  
Town Manager

Resolution No. 24-4330

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