



Department:	All
Bargaining Unit:	Confidential
Salary Range:	C-45
Last Revision:	July 2015

ADMINISTRATIVE ANALYST

DEFINITION

To perform a wide variety of tasks in providing responsible professional administrative staff assistance; to work on special projects, develop recommendations, and write reports.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by the Director of a City department. May be required to directly, or indirectly supervise technical and support positions.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Investigate, interpret, analyze, and prepare recommendations in relation to proposals for new programs, grants, services, equipment, and personnel.

Analyze, interpret, and explain City policies and procedures.

May be assigned responsibility for administering or coordinating specific department programs.

Investigate and prepare reports on specific requests and complaints pertaining to department activities.

Prepare grant applications.

Monitor programs for compliance with regulations.

Prepare and maintain necessary records and reports.

Assist in preparation and review of department or full City budget.

Administer departmental or full City accounting and financial reporting.

Confer with members of the public to explain policies and programs.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Gather and analyze data on existing programs, conduct surveys and prepare proposals including financing, staffing, and organization requirements.

Represent the department in the community, and at professional meetings as required.

Represent the department in interdepartmental and interagency projects; respond to citizen complaints and requests for information.

Assist in the coordination of department activities with the City Manager's office, and other City departments and divisions, and with outside agencies.

OTHER JOB RELATED DUTIES

Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of organizational and public administration.

Research techniques, sources and availability of information, and methods of report presentation.

Applicable Federal, State, and local laws, rules and regulations pertaining to local government operations.

Principles and methods of supervision and management, including work planning, analysis and organization; selection and evaluation of employees.

Skill to:

Perform administrative detail work.

Develop and oversee complex record keeping and reporting systems.

Ability to:

Communicate clearly and concisely, orally, and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Ability to:

Properly interpret and make decisions in accordance with laws, regulations, and policies.

Select, supervise, train, and evaluate staff.

Prepare complete and accurate reports.

Effectively operate computer hardware and software.

EXPERIENCE AND TRAINING GUIDELINES

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

Three (3) years of progressively responsible experience in municipal financial management, public administration, systems analysis or personnel management, with one (1) year of supervisory experience. Private sector management experience may be substituted for some years of municipal experience.

Training:

Equivalent to graduation from a four (4) year college or university with major course work in accounting, business administration, public administration, statistical analysis, information systems, or a field closely related to the work.

License or Certificates:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment with the ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 20 lbs.; ability to travel to different sites and locations.