

ADMINISTRATIVE ANALYST

Job Summary:

Under direction, performs varied and complex professional and confidential administrative work; plans and directs the functions of programs in support of a City Council authorized committee, commission, or board; conducts administrative studies and analysis of operations in order to solve problems of budget, organization, program, procedure, manpower utilization, capital projects, or equipment; acts as staff support to a higher level manager and authorized committees, commissions, or boards.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change, or rescind related duties and work assignments.)

1. Perform administrative duties to assist the City Manager, General Manager or City management.
2. Attend meetings of the committee, commission, or board to which assigned.
3. Research feasibility of proposed committee activities and report back to committee.
4. Develop procedures for implementing committee programs.
5. Serve as liaison with other agencies, the public, and various City departments on behalf of the committee to obtain information or resolve problems of implementing committee programs.
6. Research, analyze data, and prepare recommendations in written or oral form to the City Manager and management related to committee programs.
7. Represent the City at public functions.
8. Disseminate information to the public on behalf of the City in situations requiring judgment and tact.
9. Prepare official correspondence.
10. Conduct studies of organizational functions related to productivity, budget, and financial analysis; research project costs of new programs.
11. Provides administrative solutions requiring knowledge of records management, forms control, systems and procedures analysis, and statistical analysis.
12. Assist in budget preparation by drafting or revising justifications for expenditures and compiling supportive data; represent City management in interactions with division managers in preparation, organization, and justification of department budget.
13. Perform studies to ascertain the efficiency, economy, and effectiveness of departmental operations, policies, and procedures.
14. Implement change resulting from studies.
15. Write procedural manuals or instructions.
16. Prepare written communications regarding City programs, policies or activities for public dissemination.
17. Work with departments and officials on administration problems; develop plans and programs.

18. Write RFPs and/or RFQs writing for professional services.
19. Administer contract compliance administration.
20. Prepare and monitor capital improvement project budgets.
21. Write and administer grants.
22. Evaluate impact of new or revised programs and their objectives compliance.
23. Performs related duties as required.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and/or Experience:

Bachelor's degree in an occupationally related field and three (3) years full-time paid experience in a staff capacity analyzing and making recommendations for the solution of problems of organization, systems and procedures, program, budget, or personnel. Experience and/or education in a related field may be substituted on a year for year basis.

Knowledge of:

- Research and analytical methods.
- Statistical methods and procedures.
- Methods of report presentation.
- Budgeting practices.
- Purchasing practices.
- Personnel principles.
- Office Management practices, procedures and safety.
- Organizational Theory.
- Cost Analysis.
- Public Administration.
- Supervision techniques.

Skill and/or Ability to:

- Compile, analyze and evaluate complex administrative and sensitive information.
- Plan, organize, direct and evaluate programs.
- Communicate effectively, orally and in writing.
- Evaluate the work of others.
- Meet approved minimal physical and medical standards.
- Establish and maintain effective working relationships with others.
- Operate computers and related software.

License:

Possession of a valid California Class C driver's license. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record.

Physical Requirements and Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require vision (which may be corrected) to read small print.
- Perform work which is primarily sedentary.
- May be required to use personal vehicle in the course of employment.
- Is subject to inside and outside environmental conditions.
- May be required to attend periodic evening meetings and/or to travel within and out of City boundaries to attend meetings.
- May be required to work evenings or weekends.