

SENIOR ADMINISTRATIVE ANALYST

Job Summary:

Under general direction, performs varied and complex professional and confidential administrative analyses; plans and directs the functions of programs in support of a city council authorized committee, commission or board; conducts administrative studies and analysis or operations in order to solve problems of budget, organization, program, procedure, manpower utilization, capital projects or equipment; acts as staff to the City Manager or a General 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. Performs administrative duties to assist the City Manager or a General Manager.
2. Attends assigned meeting of committee(s), commission(s), or board(s).
3. Researches feasibility of proposed committee(s) activities and reports back to committees.
4. Develops procedures for implementing committees programs.
5. Serves as liaison with other agencies, the public, and various City departments on behalf of committee(s) to obtain information or resolve problem of implementing committee(s) programs.
6. Researches, analyzes data, and prepares recommendations in written or oral form to the City Manager or General Manager related to committee programs.
7. Plans and/or organizes complex administrative or management studies regarding city wide activities.
8. Identifies issues, determines analytical approaches, evaluates alternatives, recommends procedures and provides equipment/ cost analyses.
9. Represents the City at public functions.
10. Disseminates information to the public on behalf of the City in situations requiring judgment and tact.
11. Prepares official correspondence.
12. Conducts studies of organizational functions related to productivity, budget and financial analysis, as well as to research project costs of new programs.
13. Provides administrative solutions requiring knowledge of records management, forms control, systems and procedures analysis and statistical analysis.
14. Assists in budget preparation by drafting or revising justifications for expenditures and compiling supportive data; represents City Manager or General Manager in interactions with division managers in preparation, organization, and justification of department budget.
15. Performs studies to ascertain the efficiency, economy, and effectiveness of departmental operations, policies and procedures.
16. Implements change resulting from studies.
17. Writes procedural manuals or instructions.
18. Prepares written communications regarding City programs, policies or activities for public dissemination.
19. Works with departments and officials on administration problems; develops plans and programs.
20. Writes RFPs and/or RFQs for professional services.

21. Contract compliance administration.
22. Prepares and monitors capital improvement project budgets.
23. Writes and administers grants.
24. Evaluates impact of new or revised programs and their compliance objectives.
25. 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 four (4) 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. Completion of a Master's degree program is preferred. 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:

- Ability to compile, analyze and evaluate complex administrative and sensitive information.
- Plan, organize, direct and evaluate programs.
- Communicate effectively, orally and in writing.
- Assist in evaluating work of others.
- Meet approved minimal physical and medical standards.
- Establish and maintain effective working relationships with others.
- Legally operate a motor vehicle in the State of California.
- Operate computers and related software.

License or Certificate:

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 District boundaries to attend meetings.
- May be required to work evenings or weekends.