



CLASS SPECIFICATION

ADMINISTRATIVE ANALYST

POSITION DESCRIPTION

Nature of Work: Under direction, this management position provides professional administrative staff support to a City division or department by conducting specific and comprehensive analyses of a wide range of municipal programs, processes, and services; performs special projects; recommends municipal policies and procedures; plans, organizes, coordinates, analyzes and implements a variety of assignments; supervises staff; and performs related work as assigned.

Class Characteristics: This is the journey level professional classification in the Administrative Analyst series. Incumbents are responsible to independently perform work in a variety of assignments including administration of budgets, special projects and programs, legislative analysis and/or research, public information, training, and the support of public boards and commissions, as required. Assignments and objectives are established but work methods and resources are left to the incumbents' discretion. Performance is reviewed on the basis of general results obtained. Incumbents may be assigned to work on projects in any department where a need exists.

Essential Duties: Prepares, monitors, and administers divisional/ departmental budgets; participates in the budget review process; conducts research; prepares and implements procedures relating to internal administrative controls and miscellaneous City and other governmental programs and projects; prepares special reports; administers or coordinates assigned programs; conducts organizational, operational, statistical, and fiscal analysis studies; learns, operates, and implements technologies and software applications; develops and conducts training programs; makes public presentations to the City Council, advisory commissions or committees, outside governmental agencies and community groups; may provide staff support to City Council and commissions; writes newsletters or other public information materials; coordinates events and activities as assigned; establishes and maintains interdepartmental and/or interagency communications; researches and analyzes Federal, State, and local government programs to obtain information on assigned administrative functions; prepares and processes Federal, State, and County grant proposals and applications; assists in the development and tracking of short and long range plans and annual goals and objectives; participates in negotiations with contractors, developers, and other individuals and maintains on-going relationships with outside entities; trains, motivates, and evaluates assigned staff. May plan and organize assigned staff workload and assignments; may lead the work of other professionals and may supervise assigned staff.

ADMINISTRATIVE ANALYST

QUALIFICATIONS

Knowledge of:

Principles and practices of modern public administration including budgeting, research methodology, fiscal analysis, and employee relations.
Technical and analytical report writing.
Principles and practices of supervision.
Applicable Federal, State, and local laws, rules, and regulations pertaining to local government operations.
Modern automated records management techniques.
Operation of a variety of word processing, spreadsheet, database, and publishing software applications.

Ability or Skill to:

Plan, organize and administer programs and or projects; conduct organizational, operational and statistical analysis.
Prepare and analyze a variety of comprehensive reports, studies and related information for decision making purposes.
Establish and maintain effective working relationships with employees, city officials, contractors and the general public.
Communicate effectively both orally and in writing in order to present written and oral reports.
Use initiative and sound independent judgment within established guidelines.
Operate personal computer applications relevant to assigned work.
Develop and conduct training programs.
Maintain efficient and effective automated records systems.
Supervise, train, and evaluate assigned personnel.
Organize and present in written or oral form, statistical information derived from a variety of sources.
Represent the City effectively in meetings.
Plan, supervise, and review the work of assigned personnel.
Make accurate arithmetic calculations and perform complex computations.

Experience and Training: Any combination of experience and training equivalent to graduation from an accredited four-year college or university with a degree in Public Administration, Business Administration, Finance, Economics or a related field, and two years of progressively responsible professional level organizational administrative and/or operational support experience.

Special Requirement: Possession of a valid California Class C California Driver's License and a satisfactory driving record.

Physical Requirements: Ability to sit for prolonged periods of time, bend, stoop, speak and hear. This class requires the use of hands and arms to operate a computer key board, grasp objects, and to reach. Incumbents must occasionally lift and/or move up to 25 pounds and may be required to stand outdoors for prolonged periods of time in a variety of weather conditions.

Probationary Period: 12 Months

FLSA: Exempt