

Administrative Analyst

Salary Range: 39 (Public Service Employees)

DEFINITION

Under general direction, develops, manages, monitors and reviews the activities of significant department or City-wide operations, projects and programs that often require working with the complicated logistics of interdepartmental and/or interagency cooperation; to serve as a positive and motivational leader of professional and technical staff and to participate as a positive and cooperative team member; to provide highly complex staff assistance to Department Director and others; to participate in strategic planning, and policy development; and to perform related work as required. Conducts comprehensive analyses in the development, administration and implementation of department projects; manages, plans, and conducts special projects and studies from inception to implementation.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey level administrative class. Incumbents perform a broad range of functional project management duties for projects with departmental or City-wide impact. Duties require working knowledge of departmental and project operating policies and procedures. Responsibilities include assisting with developing, modifying and implementing the scope and specifications for a variety of projects; contract administration; interpretation and application of policies, procedures and regulations; and frequent outside contact.

SUPERVISION RECEIVED AND EXERCISED

The incumbent will report to the Director of Public Services and provide technical and functional direction over assigned staff.

EXAMPLES OF DUTIES, KNOWLEDGE, AND ABILITIES

- Conducts surveys, compiles and analyzes data, and prepares/presents findings; makes complex project eligibility determinations; formulates, interprets and applies project policies and procedures; monitors and evaluates project progress, effectiveness, and outcomes; prepares and presents periodic or specialized reports of project activities.
- Coordinates project activities with other departmental divisions or City departments and with outside agencies; represents the assigned project in committee and other meetings oversees contract service providers.
- Serves as subject matter expert in area(s) of specialty or designated responsibility; acts as resource to department's divisions.
- Identifies, plans, implements and evaluates goals, objectives, priorities and activities within assigned areas of responsibility in a manner consistent with the City's overall goals and objectives; develops strategies for the successful achievement of goals and objectives; directs and coordinates the implementation of strategies.
- Monitors contracts and agreements for compliance, achievement of objectives, and

adherence to performance and fiscal requirements; assists departments with the preparation of agreements when appropriate.

- Attends and/or makes presentations at council, interagency, committee, and other meetings and conferences
- Acts on behalf of the Director when needed
- Receives and responds to inquiries and complaints from the public; interprets and explains City and Department policies, rules, and regulations in response to inquiries; refers inquiries and escalates complaints to the Director, as necessary.
- Develops, modifies, and updates the Department's web page content; creates and designs informational materials, brochures, and other documents to educate the public about departmental programs and efforts.
- Conducts a variety of analytical and operational studies regarding departmental and programmatic activities; evaluates alternatives, makes recommendations, and manages or assists with the implementation of procedural, administrative and/or operational changes

EMPLOYMENT STANDARDS

Knowledge of:

- Communication techniques required for gathering, evaluating and transmitting information and directing group discussions
- Administrative principles and methods, including goal setting, program and budget development and implementation
- Principles and practices of public sector finance, budgeting, and accounting, including basic budget preparation and monitoring, cash control and related accounting practices
- Pertinent local, State, federal rules, regulations and laws related to areas of assignment
- Principles and practices of research methods, and statistical analysis
- Program and project management methods and techniques, including development objectives, budgetary methods and procedures, program and project monitoring and evaluation methods
- Methods and techniques of public, community and business marketing relation and outreach
- Modern office practices, methods and equipment, including personal computer hardware and software including word processing, spreadsheet, presentation and database applications, and specialized software programs used in the performance of the work
- Techniques for providing a high level of customer service
- Methods and techniques of supervision and training
- Methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar

Ability to:

- Direct and participate in advanced administrative, fiscal, budgetary, and operational activities
- Develop and administer policies, standards, and procedures
- Independently develop and coordinate effective systems, programs and procedures; recognize needs, analyze problems, develop and evaluate options, make sound recommendations and initiate actions in order to develop more efficient systems and procedures or resolve problems within established guidelines
- Negotiate agreements between differing individuals and groups; gaining cooperation through discussion and persuasion
- Analyze systems and administrative and management practices and identify opportunities for improvement
- Prepare, and monitor various agreements and contracts
- Determine effective methods of research; compile data and present in a form most likely to enhance understanding
- Plan, organize, assign, supervise, review, and evaluate the activities of assigned program areas
- Develop, implement, and interpret goals, objectives, policies, procedures, and work standards
- Coordinate activities with other City departments and agencies as required
- Use personal computer, enterprise, and department specific software for the successful and efficient completion of assigned responsibilities; maintaining proficiency in the applications used by the division
- Establish and execute comprehensive work plans in a timely and competent manner; prioritize assignments and workload appropriately and respond to deadlines effectively
- Establish, maintain, and foster effective working relationships; accomplish assigned work and administrative tasks independently, and as part of a group on multiple assignments or for multiple customers
- Select, train, motivate, and evaluate staff
- Meet the physical requirements necessary to safely and effectively perform the assigned duties

MINIMUM QUALIFICATIONS

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a Bachelor's degree with major course work in public or business administration, finance, economics, or a related field and five (5) years of increasingly responsible experience in public administration, administrative analysis, or budgetary/fiscal control including at least two (2) years in a senior administrative/supervisory capacity.

GENERAL QUALIFICATIONS

A valid California Class C driver license or higher is required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Physical Requirements:

The incumbent appointed to this class must be physically able to perform the duties of this position, including mobility to work in a standard office environment, use standard office equipment and attend off-site meetings; intermittently sit at a desk for long periods of time; walk, stand, bend, squat, twist and reach while performing office duties; lift light to moderate weights;. manual dexterity to use standard office equipment and supplies and operate a keyboard, manipulate single sheets of paper and large document holders (binders, manuals, etc.); vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone or radio.

FLSA: E

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.