

ADMINISTRATIVE ANALYST

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under supervision, performs professional administrative, analytical, and technical duties in providing staff assistance to a City department; develops, implements, and administers assigned program responsibilities, including budget preparation and financial management; conducts research; performs grant coordination services; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Administrative Analyst** is the full professional level class in which the incumbent is expected to independently perform the full scope of administrative analysis and research on new and current program activities as assigned. This classification is distinguished from the next higher class of City Manager in that the latter has overall responsibility for administering the City's operations.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the City Manager or department head. May exercise functional and technical supervision.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Performs professional administrative, analytical, and technical duties in providing staff assistance to a City department.
- Coordinates department budget, analysis, and administration; monitors expenditures.
- Conducts research and provides administrative assistance within a department.
- Coordinates grant services, including scheduling, seeking out, and identifying grants and assigning staff to follow up with the application process.
- Acts as a liaison with all departments, other governmental agencies, and local community groups concerning the coordination of activities related to the City Manager's Office or City Council.
- Coordinates community-wide events; performs set-up and tear down for such events.
- Oversees a variety of special projects; prepares a wide variety of reports, manuals, procedures, and publications; conducts policy and legislative analysis.

ADMINISTRATIVE ANALYST

Page 2

- Coordinates assigned work with related activities by other City departments, governmental organizations, and public organizations; identifies interdepartmental cooperation opportunities.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of: Principles, practices, and methods of administrative and organizational analysis; principles and practices of program and budget development and implementation; grant writing and administration; public administration policies and procedures; principles, structuring, and organization of municipal agencies; methods and techniques of supervision, training, and motivation; basic principles of mathematics; applicable federal, state and local laws, codes, and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices, and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

Ability to: Analyze financial, budgetary, administrative, operational, and organizational problems, evaluate alternatives and reach sound conclusions; develop and coordinate work programs and grants; develop and administer a budget; prepare clear and concise administrative documents and reports; research, compile, analyze, interpret, and prepare a variety of fiscal, statistical and administrative reports; implement, explain and apply applicable laws, codes, and regulations; train, supervise, and motivate assigned staff; read, interpret, and record data accurately; perform mathematical calculations quickly and accurately; make adjustments to standard operating procedures to improve effectiveness and comply with regulatory changes as appropriate; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to: Operate an office computer and a variety of word processing, spreadsheet, and other software applications; type accurately from clear copy at a rate of 45 net words per minute.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience: Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an **Administrative Analyst**. A typical way of obtaining the required qualifications is to possess the equivalent of two years of responsible administrative, analytical and technical experience, and a bachelor's degree in business, public administration or a related field.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. Additionally, the incumbent in this position may work in all weather conditions, including wet, hot, and cold. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

FLSA: NON EXEMPT