



ADMINISTRATIVE ANALYST SENIOR ADMINISTRATIVE ANALYST

DEFINITION

Under general supervision, conducts special studies and analyses of various operations, procedures and equipment; writes comprehensive and analytical reports and assists Department Directors, Division Managers and/or the City Manager with a variety of special projects.

SUPERVISION EXERCISED

May provide functional supervision over subordinate staff.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include but are not limited to:

Research a variety of information sources, compile statistical and financial data for reports.

Conduct special surveys and studies, including gather information from other cities and agencies.

Prepare policies, procedures, forms and practices to improve operations and efficiencies.

Participate in a variety of special studies; develop recommendations and prepare and present reports to committees, commissions, the City Council and/or City Manager.

Prepare marketing and public information materials and displays.

Analyze proposed legislation identifying impact on business, business/development, land use, zoning, employees and operations in the City and/or region; prepare letters of support/opposition.

Write letters, polices, memos, speeches, press releases and related documents.

Assist in budget preparation, analysis and monitoring.

Perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the entry level classification in the professional management series. The Senior Administrative Analyst will chair task forces/committees, represent the City at regional meetings, serve as the City's legislative advocate, coordinate community meetings and prepare related materials/documents.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

Principles of public administration, budget preparation and analysis, human resources, management, organizational development, systems and procedures.

Principles of economics.

Federal and State legislative process and procedures.

Federal, state and local laws, ordinances, policies and procedures.

Survey techniques, statistics and report writing.

Ability and Skill to:

Plan, coordinate and perform complex surveys, analyses and prepare complex reports.

Collect and analyze data, present findings objectively, clearly and concisely and prepare reports with conclusions and recommendations.

Follow direction and policies with minimal supervision.

Communicate clearly both orally and in writing.

Establish and maintain effective working relationships with staff, Commissions, the City Council, City Manager and the public.

Perform duties of an emergency worker in the event of a natural or other disaster.

QUALIFICATIONS

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

Administrative Analyst: BA/BS in public administration, business administration or related field and two (2) years experience in administrative analysis, planning, human resources or budgeting.

Senior Administrative Analyst: Two (2) years experience as an Administrative Analyst or equivalent in local government. MA/MS desirable.

LICENSE OR CERTIFICATE

Valid California Class C Driver's License and a good driving record.

ESSENTIAL JOB FUNCTIONS/A.D.A

Essential job functions and A.D.A. requirements include:

Ability to operate computer, calculator, telephone, portable radio, copying machine and cash register

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person

Ability to prepare reports, perform mathematical calculations, count money and sort/file documents

Ability to sit for two hours at a time

Ability to lift up to 15 pounds

Ability to climb a footstool or ladder for the purposes of retrieving records

Ability to get from one location to another in the course of doing business