

ADMINISTRATIVE ANALYST I

DEFINITION

Under general supervision, coordinates and administers small programs, performs routine studies, research and projects; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

The Assistant Administrative Analyst in entry and training class in the analyst series. Incumbents are given responsibility for less complex projects and programs.

REPRESENTATIVE DUTIES

*The duties listed below are examples of the work typically performed by the employee of this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below. Marginal duties are those which are **least** likely to be essential functions for any single position in this class.*

1. Conducts research into administrative issues and concerns; compiles information for reports, makes recommendations regarding program specific subjects; prepares newsletters.
2. Prepares comprehensive reports; recommends appropriate alternatives and courses of policy action; assists with and makes presentations; follows up on action required.
3. Assumes program coordinator responsibilities; organizes, schedules, and participates in workshops, community/business meetings, makes presentations at meetings.
4. Assists managers in writing policies, operating procedures, administrative manuals, ordinances, and resolutions; reviews current, proposed, revised and new legislation and notifies managers of possible impact on City operations.
5. Meets with community representatives, prospective and current business owners and the general public; explains City and department policies and procedures.
6. Works with City officials, co-workers and other interested parties to obtain information, clarify details and understand issues under study.
7. Participates in the preparation and administration of the City or department budget by coordinating related activities and completing, reviewing, and analyzing requests and justifications; writes grant/loan applications and administers grant funds, monitors expenditures and revenues.
8. May participate on task forces to address problems or issues related to governmental activities or community concerns.

9. Represents and supports the policies and procedures established by the City Council, City Manager, Department Heads, and Division Chiefs.

EMPLOYMENT STANDARDS

Education and/or Experience

Graduation from an accredited college with a Bachelor's degree in business or public administration, finance, accounting, organization, or a position specific related field or any combination of training and experience that provides the desired knowledge and abilities.

Knowledge of:

Principles of public administration; statistics, administrative research and analysis, and program planning; municipal organization and programs, local government relationships and community relations.

Ability to:

Analyze problems and records systems; prepare complete, organized and logical reports; maintain effective working relationships with superiors, peers, subordinates and the general public; assist and coordinate the work of others; exercise judgment; work under pressure; devise new methods and streamline procedures; interpret data; do simple statistical analyses; meet deadlines; work independently; use a computer terminal and operate a variety of software programs; communicate effectively, both verbally and in writing; understand and follow verbal and written directions; analyze situations and resolve within established policy; develop comprehensive plans to meet current and future needs of department service.

Special Requirements

Possession of or ability to obtain a valid California Driver's License.

Physical Demands

Strength, dexterity, coordination and vision to use keyboard and video display terminal for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 25 lbs., such as, files, stacks of paper, and other reference materials. Moving from place to place within an office; some reaching for items above and below desk level.

WORKING CONDITIONS

Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise. Video display terminal is used on a daily basis. Periodic contact with angry and upset individuals.

Date Adopted: June 20, 2006