

CITY OF MADERA

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 direction, performs professional administrative, analytical and technical duties in providing staff assistance to the City Administrator's Office or a City department; develops, implements and administers assigned program responsibilities; conducts research, analysis and preparation of budgets and reports; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Administrative Analyst** is a professional level class in which the incumbent is expected to independently perform the full scope of administrative analysis and conducts research on new and current program activities as assigned. This classification is distinguished from the Program Manager - Grants class which performs duties primarily focusing on grants program responsibility.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from the City Administrator, Assistant City Administrator or a department head. May exercise technical and functional supervision over assigned staff.

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

- Conducts research and provides administrative assistance within the City Administrator's Office or a department.
- Assists in the development and implementation of department or City-wide goals, objectives, policies and procedures.
- Assists in budget preparation, analysis and administration.
- Gathers and analyzes data and makes recommendations on a variety of administrative, fiscal, personnel and operational problems.
- Prepares and distributes public information to citizens regarding City programs or department activities.
- Assists in the analysis and resolution of management information system problems and needs.
- Represents the City or a department in a wide variety of meetings with local community groups, professional associations and other local entities as required.

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- Assists in the preparation of agenda items; makes presentations to the City Council and other committees as required.
- Assists in the preparation of a wide variety of reports, manuals, procedures and publications.
- Coordinates assigned work with related activities by other City departments, governmental organizations and public organizations; identifies interdepartmental cooperation opportunities.
- May serve as a department safety program coordinator.
- Conducts policy and legislative analyses; oversees a variety of special projects.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

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 face-to-face service.

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 a **Administrative Analyst**. A typical way of obtaining the required qualifications is to possess one year of experience in administrative or management analysis and a Bachelor's degree in public administration, business administration or a related field.

License/Certificate:

Possession of, or the ability to obtain, a valid class C California driver's license.

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

Principles, practices and methods of administrative and organizational analysis; public administration policies and procedures; principles, methods and practices of municipal finance, budgeting and accounting; structure and organization of public sector agencies; principles and practices of program development and administration; basic principles and practices of personnel management; budget development and implementation; modern office practices, methods and equipment, including a computer and applicable software.

Ability to:

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Analyze administrative, operational and organizational problems, evaluate alternatives and reach sound conclusions; consult effectively with management and staff; prepare clear and concise administrative documents and reports; interpret and apply applicable laws, codes and regulations; prepare complete and accurate complex reports; 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 and spreadsheet and other software applications.