

CITY OF MADERA

ADMINISTRATIVE ANALYST I/II

*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 Manager's Office or a City department; develops, implements and administers City programs; conducts specific and comprehensive research, analysis and preparation of a wide range of municipal policies involving organization, procedures, finance, and services; manages various projects; assists in office management functions; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Administrative Analyst I** is a professional level class in which the incumbent is expected to independently perform comprehensive administrative analysis, conduct research on new and current program activities as assigned, and make recommendations on programmatic and policy changes. The Administrative Analyst II is an advanced professional level class in which the incumbent demonstrates full knowledge of all department and City functions and takes full responsibility for a broad range of assigned departmental programs. The Administrative Analyst II may act for the Department Director in his or her absence. Individuals classified as Administrative Analyst I may be recommended for promotion to Administrative Analyst II by the Department Head, subject to the approval of the City Manager. Promotion is not automatic nor is promotion based solely on years of service. Such recommendation must demonstrate that the distinguishing characteristics and ability to perform the essential functions of the higher-level class are without question.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from the City Manager or applicable Department Director. May exercise technical and functional supervision over assigned staff.

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

Administrative Analyst I

- Conducts research and provides administrative assistance within the City Manager'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.

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- 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.
- 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.

Administrative Analyst II: *In addition to the essential functions stated above for Administrative Analyst I, the Administrative Analyst II also performs the following:*

- Designs and develops new program elements and program modifications as necessary to meet goals and objectives related to areas of assignment; monitors and coordinates the daily operation of assigned program areas; performs analytical work and maintains appropriate records and statistics relative to areas of assigned responsibility.
- Prepares and monitors applicable budgets; reviews purchase requisitions and ensures funds are available and authorized for expenditure; manages and analyzes multiple Federal, State and/or local funding sources.
- Prepares grant proposals for assigned department; monitors active grants to ensure that stipulations and regulations regarding the use of funds are met; maintains proper records.
- Prepares and administers contracts and memorandums of understandings; participates and assists with coordinating or facilitating internal department and City-wide committees and staff meetings; coordinates training.
- Demonstrates broad and extensive knowledge in assigned areas of responsibility; stays current on issues related to assigned areas of responsibility and acts as source of information for other City personnel and the public.

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- Responds to complex and/or sensitive complaints and requests for information from the public and City staff; conducts investigations; researches requested information and determines appropriate resolutions.
- Writes a wide variety of complex reports, memoranda, policies, and letters for diverse audiences in clear and concise language that is easily understood. Presents information orally to various audiences in a visually appealing and easily understood manner.
- Supervises clerical, technical and/or professional staff within a department; ensures appropriate systems are in place for hiring, evaluating, coaching, and counseling assigned staff members; coordinates professional development opportunities for assigned staff.
- Creates, interprets, and applies City and Department policies and procedures.

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 an **Administrative Analyst**.

A typical way of obtaining the required qualifications for **Administrative Analyst I** 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.

A typical way of obtaining the required qualifications for **Administrative Analyst II** is to possess at least two years of increasingly responsible experience as an Administrative Analyst I that includes a broad range of assignments and responsibilities, and a Bachelor's degree in public administration, business administration or a related field. A Master's degree is preferred.

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)*

Knowledge of:

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:

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; manipulate and interpret information from database systems

Skill to:

Operate an office computer and a variety of word processing, spreadsheet, and other software applications; learn new software systems as they are implemented by the City; generate reports and manipulate data from the City's financial or other database systems