



*Class Code: 0088*  
*FLSA: Non-Exempt*  
*EEO Category: Paraprofessionals*  
*Bargaining Group: AFSCME*

## **Administrative Analyst I**

### **JOB SUMMARY**

Provides assistance to manager or supervisor in carrying out special projects and attending to administrative details. Performs a variety of professional, technical, analytical and administrative functions in the support of City and departmental operations and services. Duties assigned to this classification emphasize research, analysis and development of recommendations in areas such as budget development, financial analysis, organizational analysis, internal audit, service delivery, and public policy. Provide complex administrative support to City management.

### **SUPERVISION RECEIVED AND EXERCISED**

Works under the general supervision of a higher level professional employee in a managerial classification.

Generally, the Administrative Analyst I level will not exercise supervisory direction over lower classifications or temporary employees. However, the incumbent may provide lead direction over lower classification or temporary employees.

### **DISTINGUISHING FEATURES**

The Administrative Analyst classification is distinguished from the Management Analyst classification by performing less complex financial, budgetary and project management assignments. This classification is required to work independently with little supervisory direction, exercise independent judgment, perform technical program analysis, and solve complex and technical problems. The duties of the Administrative Analyst are typically focused on a specific program area, whereas the duties of the Management Analyst are typically focused on department wide programs.

Generally, assignments at the Administrative Analyst I level are characterized by more routine assignments, projects of a narrow scope, and limited authority for independent action – or – assignments that perform the full scope of analytical duties within a service area of limited scope or budget.

### **ESSENTIAL JOB FUNCTIONS**

(Any single position of a class will not usually involve all of the essential duties listed, and many positions will involve essential duties which are not listed.)

Conducts assigned research, procedural and administrative studies and prepares reports containing proposed statistical information or recommended solutions or courses of action.

Assists in the direction of implementation of programs as approved including ordering, scheduling and coordinating installations, training users, preparing manuals, attending meetings, and problem-solving. Programs could be technical or community based including volunteer programs. The work may also involve fostering citizen participation and interest in community organizations and local government and cultivating, initiating relationships with citizens and stakeholders.

Follows up departmental or divisional assignments and projects to determine progress or the extent of completion, and prepares progress reports for the administrative superior.

Composes articles, news releases or other informational materials. Coordinates support service activities of a department or agency. Reviews and prepares departmental procedures and manuals.

Maintains inventory control for department or volunteer equipment, supplies and/or software.

Attends meetings with supervisor, committees and/or community groups related to assigned program area. Conducts presentations on program goals and progress. Serves in a liaison or connector role with the community on specific program.

Performs other related work as required.

## **MINIMUM QUALIFICATIONS**

### Education:

Bachelor's degree from an accredited college or university in business administration, public administration or a related field OR

Any satisfactory equivalent combination of education, training and/or experience relevant to the position.

## **KNOWLEDGE AND ABILITIES**

Principles, practices and techniques of business and public administration.

Principles, practices and equipment of modern office management.

Operations, functions, policies, and procedures of the department to which assigned and as to how these relate to the city organization as a whole.

Organizations and functions of local government agencies.

Contemporary office practices and procedures and basic office software products.

Applicable computerized systems, office practices and procedures, including a variety of standard office equipment.

Ability to:

Assemble, organize and present statistical, financial and factual information derived from a variety of original and secondary sources.

Communicate effectively verbally and in writing to a wide range of individuals.

Speak and present effectively in front of large groups.

Work independently and make decisions with minimal supervision.

Comprehend and apply concepts for enhancement and efficiency of department and general operations.

Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.

Maintain required work hours and attendance.

**WORK ENVIRONMENT**

Positions involve light physical work, including walking, standing, bending, stooping, occasional carrying and lifting lightweight materials (under 20 pounds).

Regular focus on a computer screen; requires visual acuity and depth perception to recognize words and numbers; hand/eye coordination to use a computer keyboard and common office equipment.

Daily sitting for prolonged periods. Occasional attendance at meetings or activities outside of normal working hours.

May include occasional physical labor, including frequent walking, bending, stooping, kneeling, crawling, crouching, climbing and the ability to push, lift, pull, and carry objects.

Requires speaking and hearing ability sufficient to hear over the phone, carry on conversations, and participate in meetings.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.

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Human Resources Director

jobspec.0089    7/02  
Updated        10/08