



Class Code: 0089

FLSA: Exempt

EEO Category: Paraprofessionals

Bargaining Group: Non-Represented

Administrative Analyst II

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 II 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.

Assignments at the Administrative Analyst II level require the demonstrated ability to effectively perform the complete range of analytical work and the application of thorough knowledge within a particular discipline (e.g. budget, human resources, etc.) or broad expertise in particular operational areas. Analysts at all levels may provide technical or functional direction to lower level technical or clerical classes. This classification is further distinguished from the Administrative Analyst III level by the absence of supervision.

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 or recommended solutions of courses of action. Plans, assigns, teaches, coordinates and evaluates the implementation of programs as approved.

Conducts multi-variant statistical analysis to discover patterns (e.g., connecting seemingly isolated cases) and determine cause-effect relationships.

Coordinates administrative functions of the agency, including budgetary, fiscal, purchasing, systems support, and other business support activities.

Coordinates and leads the preparation of the department budget. Makes budget and program proposals and recommendations, based on best practices research and analysis of financial, efficiency and organizational impacts; provide technical direction and assistance to City managers in the development and analysis of budget submissions. Directs division managers regarding timelines, gathers budget information and ensures accuracy. Attends budget review meetings.

Maintains responsibility and accountability for the expenditure of large sums of money. Maintains rules and regulations for expenditures, monitors monthly and quarterly expenditures, analyzes trends, reports progress, and initiates or recommends actions.

Represents the principal official, as delegated, at meetings with other departments and agencies. Prepares informational materials. Evaluates applicants and personnel. Consults with City departments and employees to assess general and specific Human Resource needs; analyze needs and recommend strategies surrounding recruitment/selection and staffing, classification, compensation, employee benefits, employee relations, performance management, organizational development and/or training.

Writes staff reports for City Council meetings and prepares documents for board and commission meetings.

Performs project accounting duties such as running project expenditure reports, checking for accuracy and submitting for department approval and then to cost accounting for closure.

Serves as a resource for inquiries from citizens and/or employees on assigned programs or projects.

Creates organization charts, presentations for other documents per department needs.

Administers department contracts, researches and interprets guidelines as they pertain to contracts and reviews monthly expenditure reports from contractors. Review and process purchase requisitions and purchase orders in accordance with purchasing regulations.

Acts as a technical resource or “super user” for department users of programs such as Oracle including making program recommendations, creating reports, conducting training, updating manuals, and establishing securities.

Provides staff support and leadership to Council appointed Boards and Commissions, their working subcommittees or specially appointed task forces. Conducts and presides at administrative hearings in response to appeals of denied applicants or terminated program participants.

Administers Federal, State, or Local Government programs, and researches and interprets laws, regulations, and guidelines as they pertain to these programs to assure compliance. Trains other personnel or subordinates regarding program regulations, policies and procedures.

Serves as webmaster; creates, edits, and manages website.

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 AND

Experience:

Two (2) years of experience in 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.

Ability to properly record and document grant revenues and expenditures.

Ability to assemble, tabulate, and prepare budgetary data for presentation in a municipal budget document.

Ability to prepare financial reports and statements.

Ability to identify, investigate and resolve discrepancies to accounting records.

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

Human Resources Director

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