



## Senior Administrative Analyst

Department/Division:	Assigned department/division
Reports To:	Assigned director or manager
Provides Direction To:	Not Applicable
Last Revised:	June 27, 2019

### GENERAL PURPOSE

Under administrative direction, performs responsible professional and technical administrative analytical and supervisory duties in the operation of departments; conducts specialized and difficult studies and analyses of various projects; coordinates programs and activities; may supervise activities of an assigned administrative area; assists management in performing a wide variety of staff functions; writes comprehensive and analytical reports.

### DISTINGUISHING CHARACTERISTICS

This is an advanced level classification within the professional administrative series. An individual in this class is expected to perform complex work with a high level of independence.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Depending upon assignment, duties may include, but are not limited to, the following:

1. Analyzes program needs, conducts special studies, research, and analysis, and prepares reports with recommendations for appropriate action. Studies conducted deal with essentially any issue or subject of concern to the department.
2. Prepares council reports and resolutions, commission reports, procedure manuals, policies, forms, administrative directives, budget requests, and a variety of correspondence for a superior or as required in the conduct of assigned projects and devices same as needed.
3. Participates in the preparation and administration of the City or department budget by coordinating related activities and compiling, reviewing, and analyzing requests and justifications.

4. Interfaces with other departments and outside agencies in exchanging information and coordinating activities/projects.
5. May participate as a team leader or member of City task forces organized to address problems or issues related to governmental activities or community concerns.
6. Researches public requests/complaints and responds as appropriate.
7. Attends City Council meetings and meetings of other boards and commissions and may make presentations or respond to questions regarding projects.
8. May supervise the personnel and activities of an assigned administrative area.
9. Develops and conducts training programs for employees, community groups and members of the public.
10. Participates in contract administration monitoring.
11. Analyzes proposed legislation for impact on City operations, procedures and develops alternative recommendations.
12. Compiles statistical and financial data reports.
13. Prepares correspondence for signature.

## **QUALIFICATIONS GUIDELINES**

### **Knowledge of:**

Thorough knowledge of principles of public administration, budget administration, economics, methods and problems of municipal public administration; knowledge of research methodology, including statistical and financial analysis; administrative survey techniques and report preparation; knowledge of City governmental operations; working knowledge of supervision; and knowledge of computer system applications, evaluation techniques and organizational principles.

### **Ability to:**

Plan, coordinate and perform complex surveys; use computer software; collect data, analyze it objectively, present it clearly and concisely, and prepare logical and accurate reports with conclusions and recommendations; work effectively with a variety of community groups and establish and maintain effective working relationships with a wide variety of people; follow directions and policies with minimal supervision; procure equipment and materials and assist in the preparation of reports, manuals and publications; assist in the design and implementation of systems and forms for use in

operations; represent the City in interdepartmental, community and professional meetings as required; and coordinate interdepartmental and departmental activities with outside agencies.

**Education/Training/Experience:**

**Education:**

A Bachelors degree from an accredited college or university with a major in public administration, business administration, or related fields. A Masters degree is highly desirable.

**Experience:**

Four years of responsible experience in a major field such as administrative analysis, planning, or budgeting, two years of which shall have been as a Administrative Analyst.

**Licenses; Certificates; Special Requirements:**

Possession of a valid Driver License from a State Department of Motor Vehicles.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

Position requires ability to move from one point to another in the course of doing business; ability to sit for up to two hours at a time; and ability to lift up to 15 pounds.

**Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; and interact with City staff and other organizations.