



Administrative Analyst

Department/Division:	Various
Reports To:	Department director or manager
Provides Direction To:	Administrative support and/or technical positions, depending upon assignment
Revised:	July 30, 2019

GENERAL PURPOSE

Under administrative direction, performs a variety of professional-level analytical assignments and special projects related to the department or the City; researches and prepares reports, budgetary analyses and studies; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

The Administrative Analyst performs a variety of professional, technical and administrative duties that encompass the analysis of departmental operations, administrative practices, the preparation of financial reports. This classification is distinguished from the Administrative Assistant by the greater level of judgement exercised, difficulty of work assignments, and formal education that is needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

1. Researches and analyzes a variety of operational, budgetary, or general administrative issues, and makes recommendations as to staffing, facilities, equipment, productivity, and policy or procedure modifications; discusses findings with management staff and prepares reports of study conclusions.
2. Analyzes and tracks status of legislation and regulations affecting department operations.
3. Manages and evaluates programs, including some of which may involve consultants and service providers.

4. Organizes and conducts administrative and management studies and surveys and prepares a variety of reports, correspondence and other materials.
5. Prepares technical reports, correspondence and other written materials; may develop design and produce charts, graphs, maps, and spreadsheets, including analysis and interpretation.
6. Lays out new forms and prepares written materials to explain City programs and procedures.
7. Prepares contract documents and assists in the administration of contracts.
8. Could assist in supervision and training of department administrative support staff.
9. May represent the department and the City at various internal and inter-agency meetings on local, sub-regional and regional issues.
10. Prepares and reviews Geographic Information System (GIS) maps, collects data, and performs analysis of spatial data using GIS software.

QUALIFICATIONS GUIDELINES

Knowledge of:

Principles, practices and methods of administrative and organizational analysis; public administration policies and budgeting principles; effective business communications and correct English usage, including spelling, grammar and punctuation; research techniques, methods, and procedures, and report presentation techniques; basic principles of supervision, training and employee evaluation.

Ability to:

Analyze administrative, operational and organizational problems; evaluate alternatives and reach sound conclusions; collect, evaluate, and interpret varied data either in statistical or narrative form; interpret and apply laws, regulations, policies, and procedures; prepare clear and concise reports, and other written materials; maintain accurate records and files; coordinate multiple projects and meet critical deadlines; exercise sound judgment within established guidelines; communicate clearly, concisely and effectively, orally and in writing; establish and maintain effective working relationships with staff, management, and public and private representatives; operate computer-based word processing, spreadsheet and database management software.

Education/Training/Experience:

A typical way to obtain the knowledge and abilities would be:

Experience: Two years of general municipal administrative experience, with an emphasis in research and analysis, report preparation, and program coordination. Specific training or experience in program management and working with GIS, grant writing, administration, and reporting is highly desirable.

Education: Bachelor's Degree Public Administration, Business Administration, Planning, or a closely related field.

Licenses/Certificates/Special Requirements: A valid Driver License, from a state department of motor vehicles, in order to travel to different program sites and the ability to maintain insurability under the City's vehicle insurance policy.

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

While performing the duties of this class, the employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands or arms. The employee occasionally walks and stands and lifts and moves records and documents weighing 20 pounds or less.

Specific vision abilities required by this job include close vision, color vision, depth perception and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret data and situations; use math and mathematical reasoning; learn and apply new skills or information; perform highly detailed work on multiple concurrent tasks; work under changing and intensive deadlines with frequent interruptions; and interact with City officials, media, citizens groups, employees and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet. The employee may be required to work outdoors in varying weather conditions if performing field data collection duties and verifying maps and locations for project development and management.