

**EMPLOYMENT OPPORTUNITY****Administrative Analyst II****Salary:** \$ 5,619 - \$7,939 Monthly**Job Type:** Full Time**Department:** Finance Department**Benefits:** Benefits Eligible**The Position**

Under direct or general direction from the Director of Finance, coordinates activities involved with procuring goods and services, such as raw materials, equipment, tools, parts, supplies, and advertising, for establishment, reviews requisitions, maintains manual or computerized procurement records, such as items or services purchased, costs, delivery, product quality or performance, and inventories, provides administrative, program, budgetary, and work-flow support to the Finance department; analyzes departmental practices and procedures and makes recommendations for organizational, operational, policy, and procedural improvements; develops, summarizes, and maintains administrative and fiscal records; directs, oversees, and manages programs, special projects, and studies and performs related administrative support functions; fosters cooperative working relationships among Town departments and acts as liaison with various community, public, and regulatory agencies; and performs related work as required.

Job Functions

- Assists in developing goals, objectives, policies, procedures, work standards and administrative control systems.
- Coordinates, oversees, and performs professional-level administrative work in such areas as budget development, cost containment, grants, purchasing, contract administration, management analysis, public information, and program evaluation.
- Leads in the development and implementation of key departmental and Town projects related to the goals and functions of the assigned department.
- Collects, compiles, and analyzes information from various sources on a variety of specialized topics related to programs administered by the position or by management staff, including complex financial, budget, or administrative issues or questions; prepares comprehensive technical records and reports to present and interpret data, identifies alternatives, and makes and justifies recommendations.
- Conducts surveys and performs research and statistical analyses on administrative, fiscal, personnel, and operational problems or issues; monitors legislation and analyzes proposed legislation.
- Serves as a liaison with employees, the public, and private organizations, community groups, and other organizations; provides information and assistance to the public regarding the assigned programs and services; receives and responds to complaints and questions relating to assigned area of responsibility; reviews problems and recommends corrective actions.
- Prepares and submits Town Manager and Town Council agenda reports and various other commission, committee, and staff reports, resolutions, ordinances, and correspondence regarding assigned activities.
- Confers with other management staff regarding provision of administrative and support services, including contracts, agreements, and grant reporting.
- Prepares or assists in the preparation of requests for proposals and bids and the selection of consultants and administers consultant contracts.
- Maintains accurate records and files; develops storage of records and retention schedules.
- Conducts a variety of analytical and operational studies regarding departmental and programmatic activities; evaluates alternatives, makes recommendations, and assists with the implementation of procedural, administrative, and/or operational changes after approval.
- Plans, organizes, and oversees special projects that require coordination with and direction of contract consultants.
- Participates on a variety of interdisciplinary committees and commissions and represents the Town to a variety of community and stakeholder groups.
- Communicates orally, in writing, or through graphic representations and statistical summaries with colleagues, managers, employees, the public, organized employee groups, and representatives of various organizations.
- May direct the work activities of assigned clerical and technical personnel; prioritize and coordinate work assignments; review work for accuracy; recommend improvements in workflow, procedures, and use of equipment and forms.
- Performs other duties as assigned.

Qualifications

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from a four-year college or university with major coursework in business or public administration, accounting, economics, or a related field. Five (5) years of professional-level budgetary, programmatic, special projects, and related administrative support experience. Prior purchasing experience is highly desired.

Selection Process

A completed Town employment application is required by the close of recruitment. **Recruitment will close at 5:30 pm on June 10, 2019.** The successful candidate must pass a physical exam and Department of Justice background check. Applications are available at Town of Apple Valley, located at 14955 Dale Evans Parkway, Apple Valley 92307, or by visiting the jobs page of www.applevalley.org. Applications may be mailed or delivered to 14955 Dale Evans Parkway, Apple Valley 92307 or sent via email to humanresources@applevalley.org. The Town of Apple Valley participates in the E-Verify program.

The Town of Apple Valley does not discriminate on the basis of age, sex, race, religion, national origin, marital status, sexual orientation, or handicap status in its employment actions. If applicant has a disability that may require an accommodation, please contact Human Resources in writing at time application is submitted.