



## Administrative Analyst I

### SUMMARY

Under general supervision, the Administrative Analyst I provides administrative, program, budgetary, and work-flow support to an assigned department or division. Analyzes departmental practices and procedures and makes recommendations for organizational, operational, policy, and procedural improvements.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned supervisor or department manager. No direct supervision of staff is exercised. May exercise technical and functional direction over and provide training to less experienced staff.

**ESSENTIAL FUNCTIONS** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions but are an essential function. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Coordinates, oversees, and performs professional-level administrative work in such areas as budget development, risk management, cost containment, grants, purchasing, contract administration, management analysis, public information, and program evaluation.
- Collects, compiles, and analyzes information from various sources on a variety of specialized topics 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 operational changes after approval.
- Assists with and coordinates and organizes special events; issues special event permits; represents Town to residents to explaining Town policies, conditions of approval for permits, including insurance and fees; provides outreach and public education programs to the community.
- 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.
- Performs related duties as required or assigned.

### **DISTINGUISHING CHARACTERISTICS**

This is the entry-level classification in the Administrative Analyst series. The incumbent follows routine procedures and guidelines in the application of prescribed duties and works under close supervision with work frequently reviewed by a superior. This classification is distinguished from the Administrative Analyst II in that the latter performs more complex technical duties requiring a higher level of knowledge and skill.

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience Guidelines**

*An equivalent combination of training and experience that would provide the required knowledge, skills and abilities may be considered. 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 and three (3) years of budgetary, programmatic, special projects, and related administrative support experience; OR an equivalent combination of education, training, and experience.

### **LICENSE AND CERTIFICATION REQUIREMENTS**

- Valid California class C driver's license with a satisfactory driving record and automobile insurance.

#### **Knowledge of:**

- Applicable local, State, and Federal laws, codes, regulations, and ordinances.
- Principles and practices of municipal government management.
- Basic principles, practices, and procedures of budgeting, funding sources and grant funds disbursement.
- Organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.
- Basic principles and practices of public administration as applied to operational unit and program administration.
- Research and reporting methods, techniques, and procedures.
- Sources of information related to a broad range of municipal programs, services, and administration.
- Techniques of contract administration.
- Record keeping principles and procedures.
- Modern office practices, methods, and equipment.
- Proper grammar, spelling, vocabulary, and punctuation

#### **Skill in:**

- Using independent judgment and personal initiative.
- Working with minimal direct supervision.
- Interpreting, applying, and explaining departmental policies and procedures.
- Conducting research on a wide variety of administrative topics, including contract feasibility, budget and staffing proposals, and operational alternatives.
- Preparing clear and effective financial, statistical, narrative, informational, and educational reports, correspondence, policies, procedures, and other written material.
- Completing accurate arithmetic, financial, and statistical computations.
- Conducting meetings and make presentations to various groups.
- Organizing work and setting priorities to meet deadlines.
- Operating a computing including standard software and some specialized software.
- Establishing and maintaining effective working relationships.
- Communicating clearly both verbally and in writing.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various Town and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

\*FLSA designations cannot be assigned to a class. An employer must show that each employee meets every requirement of the claimed exemption. The FLSA designation listed above is for general administrative guidelines.