



EMPLOYMENT OPPORTUNITY

Administrative Analyst I

Salary: \$30.11 - \$42.53 Hourly

Job Type: Full-Time

Department: Municipal Services

Benefits: Benefits Eligible

The Position

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.

Job Functions

- 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.

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 and three (3) years of budgetary, programmatic, special projects, and related administrative support experience; OR an equivalent combination of education, training, and experience.

License:

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

Selection Process

A completed Town employment application is required by the close of recruitment on **Friday, October 20th, 2023, at 4:30 pm**. An application package is available at the Town of Apple Valley, 14975 Dale Evans Parkway, Apple Valley 92307, or on our website at www.applevalley.org. Applications may be completed online, or mailed/delivered to 14955 Dale Evans Parkway, Apple Valley 92307 Attn: Human Resources. The Town of Apple Valley participates in the E-Verify program.

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