

**ADMINISTRATIVE ANALYST I / II / III**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**DEFINITION**

To perform a wide variety of administrative and analytical support duties for an assigned department; to participate in administrative processes, procedures and programs; and to provide information and assistance to the public regarding assigned programs and services.

**DISTINGUISHING CHARACTERISTICS**

Incumbents of this professional series perform increasingly difficult and complex administrative analysis tasks, conduct management studies, and coordinate projects. The I and II level are both at the journey level and the III is the advanced journey level. A distinguishing characteristic between the I and II is a combination of the scope, significance, and independence of the work performed and the level at which they are performing. The III level assumes more complex and specialized assignments, independently acts as the resident expert for City-wide projects, and is responsible for major projects at the City-wide level.

**SUPERVISION RECEIVED AND EXERCISED**

**Administrative Analyst I / II**

Receives direction from supervisory or management staff.

**Administrative Analyst III**

Receives direction from supervisory or management staff.

May exercise functional and technical supervision.

**ESSENTIAL FUNCTION STATEMENTS** – *Essential duties may include, but are not limited to, the following:*

**Essential Functions:**

Serve as a liaison with public and private organizations, community groups and other social organizations.

Participate in comprehensive and sensitive special projects including research of new programs and services, budget analysis and preparation, and feasibility analyses; prepare and present reports.

Perform administrative and analytical support duties for an assigned department; participate in administrative processes, procedures and programs.

Participate in the development and implementation of operational and administrative programs, policies and procedures.

Participate in the preparation and administration of the assigned budget; maintain and monitor appropriate budgeting controls.

Collect, compile, and analyze information from various sources on a variety of specialized topics related to assigned programs; prepare reports which present and interpret data, and identify alternatives; make and justify recommendations.

Assist in drafting and implementing department policies and procedures.

Receive and respond to complaints and questions from the general public related to assigned area of responsibility; review problems and recommend corrective actions; prepare summary reports as required.

Assist in the preparation of program contracts; develop and monitor program grants and related proposals; monitor compliance with applicable contractual agreements.

Assist other community organizations as assigned by the City Manager in locating grants and developing grant proposals. Perform other grant related duties as assigned.

Prepare comprehensive technical records and reports pertaining to assigned area of responsibility; conduct research and comprehensive data collection efforts to support analyses.

Maintain calendars of department activities, meetings and various events; coordinate activities with other City departments, the public and outside agencies; attend meetings as a representative for assigned department.

May participate in the recording and tracking of legislation in support of various programs in area of work assigned.

Perform related duties and responsibilities as required.

## **QUALIFICATIONS GUIDELINES**

### **Administrative Analyst I / II**

#### **Knowledge of:**

Methods of research, program analysis, and report preparation.

Policies and procedures of the assigned department.

Basic principles and practices of budget administration.

Public relations techniques.

Principles and procedures of record keeping.

Basic Math.

Modern office procedures, methods including computer software and hardware.

#### **Ability to:**

Perform administrative and analytical support duties for an assigned department.

Understand the organization and operation of the assigned department and outside agencies.

Interpret and apply administrative and departmental policies and procedures.

Research, analyze, and evaluate programs, policies, and procedures.

Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.

Prepare clear and concise reports.

Work independently in the absence of supervision.

Independently prepare correspondence and memoranda.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work effectively as part of a team.

Use personal computers, including word processing, spreadsheet, database, and presentation applications.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Sitting for extended periods of time*
- *Operating assigned equipment*

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Communicating with others*
- *Reading and writing*
- *Operating assigned equipment*

### **Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Administrative Analyst I**

##### **Experience:**

One year of responsible administrative and analytical experience preferably within a local government environment.

##### **Training:**

Equivalent to a Bachelors degree from an accredited college or university with major course work in public administration, business administration or a related field.

#### **Administrative Analyst II**

##### **Experience:**

Two years of responsible administrative and analytical experience preferably within a local government environment.

##### **Training:**

Equivalent to a Bachelors degree from an accredited college or university with major course work in public administration, business administration or a related field.

#### **Administrative Analyst III**

In addition to the qualifications for the Administrative Analyst I / II:

**Knowledge of:**

Current and Pending legislation which might impact city government.  
Financial projecting and forecasting techniques.  
Advanced negotiation techniques.  
Organizational structure and staffing.  
Current trends in public administration and literature in the field.  
Team building and leadership techniques.

**Ability to:**

Plan, coordinate, and organize major studies or projects.  
Prepare and present reports orally before policy and decision-making bodies.  
Read and interpret complex legislation and regulations.  
Design and conduct research projects.  
Develop and implement policy decisions and accomplish intended results.  
Resolve conflicts effectively.  
Cost labor proposals.

**Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Four years of progressively responsible experience in administrative and management analysis related to government agencies.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; works with computers.

**Physical Profile:        I; 4, 7, 12**

Essential and marginal functions [may] require maintaining physical condition necessary for sitting for prolonged periods of time.

**CAREER PATH**

Administrative Analyst I  
Administrative Analyst II  
Administrative Analyst III