

## ADMINISTRATIVE ANALYST

*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.*

### **SUMMARY DESCRIPTION**

Under direction, performs a wide variety of professional analytical and administrative duties in support of assigned functions, operations, programs, department, and/or division; performs duties in support of various administrative operations and activities including special projects, research studies, budget analysis, and other specialized functions; coordinates and performs a variety of contract and grant administration duties; prepares various reports to improve the efficiency and effectiveness of operations; coordinates assigned activities with other departments, divisions, outside agencies, and the general public; and provides information and assistance to the public regarding assigned programs and services.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Administer and coordinate assigned functions or projects; participate in the development and implementation of goals, objectives, and priorities for assigned functions or programs; recommend and implement resulting policies and procedures; create and modify policy and procedural manuals and guidelines.
2. Prepare and present comprehensive reports that present technical, financial and statistical data, identify alternatives, and include conclusions, forecasts, and recommendations.
3. Participate in the budget development and administration for assigned area of responsibility; analyze proposed capital, operating, and maintenance expenditures; prepare reports and analyses related to impact of budgetary decisions; prepare financial forecasts; track and monitor budget expenditures.
4. Provide assistance in resolving operational and administration issues; identify issues and conduct research to find alternative solutions; make recommendations and assist in implementation.
5. Investigate, analyze, develop and prepare special studies or projects; perform complex research and analysis of new programs, services, policies, and procedures; prepare and present reports.
6. Plan, coordinate, and evaluate activities associated with assigned contracts; participate in research and evaluation of proposed contractual obligations and agreements; assist in contract negotiations and administration; monitor compliance with applicable contractual agreements.
7. Coordinates grant administration activities; prepare, write, review, and monitor grant applications; monitor existing programs for compliance with regulations.
8. Analyzes federal, state, and local legislative proposals for impact on assigned operations.
9. Coordinate, prepare, and conduct marketing, public relations, and outreach programs; prepare marketing material including brochures, posters, articles, advertisements, flyers, schedules of events, and pamphlets; attend and participate in community groups and meetings; educate the public on assigned programs.

**CITY OF CERES**

**Administrative Analyst (Continued)**

10. Provide staff assistance to higher-level management staff; participate on and provide staff support to a variety of committees, boards, and commissions; prepare and present staff reports and other correspondence as appropriate and necessary.
11. Coordinate and collaborate with departments, divisions and outside agencies; serve as a liaison with public and private organizations, community groups and other social organizations; provide information and serves as a resource.
12. Attend and participates in professional group meetings; stay abreast of new developments within assigned area of responsibility; maintain awareness of federal, state and local regulations.
13. Respond to inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
14. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Operational characteristics, services and activities of assigned program area.
- Organization and operation of municipal government.
- Principles and practice of program development.
- Methods and techniques of data collection, research, and report preparation.
- Methods and techniques of statistical and financial analysis.
- Principles and procedures of financial record keeping and reporting.
- Principles and practices of budget preparation and administration.
- Principles and practices of accounting.
- Office procedures, methods, and equipment including computers and applicable software applications.
- Applicable civil, government and administrative codes.
- Principles and practices of public sector contract administration.
- Principles and practices used in grant development and administration.
- Public sector employee relations theory, practice and issues.
- Principles and practices of customer service.
- Principles of business letter writing.
- Basic principles of supervision and training.
- Policies and procedures of the assigned department.
- English usage, spelling, grammar, and punctuation.
- Pertinent federal, state and local laws, codes and regulations.

**Ability to:**

- Perform a full range of responsible analytical and administrative duties in support of assigned programs, functions, and/or department involving the use of independent judgment and personal initiative.
- Research and analyze problems and prepare recommendations on a variety of issues.
- Understand the organization and operation of assigned department and outside agencies as necessary to assume assigned responsibilities.
- Interpret and apply pertinent federal, state and local laws, codes and regulations as well as City policies and procedures.
- Participate in various organizational studies and analyses.

**CITY OF CERES**  
**Administrative Analyst (Continued)**

Research, analyze and evaluate programs, policies and procedures.  
Collect, evaluate and interpret complex information and data.  
Prepare, research, negotiate, and monitor contracts and agreements.  
Prepare clear and concise administrative and financial reports.  
Maintain accurate and complete records on programs and operations.  
Assist with budget preparation and administration.  
Interpret technical information for a variety of audiences.  
Independently prepare correspondence and memoranda.  
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.  
Adapt to changing technologies and learn functionality of new equipment and systems.  
Train and evaluate personnel as assigned.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

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

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, economics, environmental science/studies, or a related field.

**Experience:**

Four years of increasingly responsible administrative, analytical, and/or budgetary experience.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office environment with extensive public contact and frequent interruptions.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.