ADMINISTRATIVE ANALYST II

DEFINITION

Under direction, performs analytical studies, complex research and a variety of administrative projects; oversees the information technology needs for a department; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

The Associate Administrative Analyst is responsible for performing the full range of professional level administrative analyst work. Employees may act as project manager with responsibility for segments of the Department's/Division's operation and may be assigned to act on behalf of the department/division manger.

REPRESENTATIVE DUTIES

*The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below. Marginal duties are those which are **least** likely to be essential functions for any single position in this class.*

1. Conducts research into administrative issues and concerns; evaluates alternatives through cost/benefit and other analysis techniques.

2. Prepares comprehensive reports; recommends appropriate alternatives and courses of policy action; assists with and makes presentations; follows up on action required.

3. Assumes project management responsibilities; structures, assigns, schedules, and participates in work tasks, monitors progress, reviews complete work; coordinates with others working on the same or related projects; oversees the work of others.

4. Writes policies, operating procedures, administrative manuals, ordinances, and resolutions; prepares analysis of current, proposed, revised and new legislation and reports on the impact on City operations.

5. Meets with community representatives, prospective and current business owners and the general public; explains City and department policies and procedures; presents training sessions and workshops and makes public presentations on work projects.

6. Works with City officials, co-workers and other interested parties to obtain information, clarify details and understand issues under study.

7. Participates in the preparation and administration of the City and department budget by coordinating related activities and completing, reviewing, and analyzing request and justifications; writes grant/loan applications and administers grant funds; monitors expenditures and revenues.

8. Reviews and analyzes computer software for application for department use; acts as system administrator for department operating system and network; trains

employees in use of software; generates reports; installs hardware and networking systems.

9. May participate on task forces to address problems or issues related to governmental activities or community concerns.

10. Represents and supports the policies and procedures established by the City Council, City Manager, Department Heads, and Division Chiefs.

EMPLOYMENT STANDARDS

Education and/or Experience
Graduation from an accredited college with a Bachelor's degree in business or public administration, finance, accounting, organization or a position specific related field and one year of administrative experience in a position specific related area or any combination of training and experience that provides the desired knowledge and abilities.

Knowledge of:
Principles of public administration, including the specialized areas of finance, budget, management controls and reporting; information technology, statistics, administrative research and analysis, and program planning; municipal organization and programs, local government relationships and community relations.

Ability to:
Analyze problems, work processes and records systems; prepare complete, organized and logical reports; maintain effective working relationships with superiors, peers, subordinates and the general public; assist, coordinate and supervise the work of others; exercise judgment; work under pressure; devise new methods and streamline procedures; prepare flow charts; interpret data; do statistical analyses; meet deadlines; work independently; use a computer terminal and operate a variety of software programs; communicate effectively, both verbally and in writing; understand and follow verbal and written directions; analyze situations and resolve within established policy; develop comprehensive plans to meet current and future needs of department service.

Special Requirements
Possession of or ability to obtain a valid California Driver's License.

Physical Demands
Strength, dexterity, coordination and vision to use keyboard and video display terminal for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 25 lbs., such as files, stacks of papers, and other reference materials. Moving from place to place within an office; some reaching for items above and below desk level.

WORKING CONDITIONS
Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise. Video display terminal is used on a daily basis. Periodic contact with angry and upset individuals.

Date Adopted: June 20, 2006