



JOB DESCRIPTION

Administrative Analyst

Date Prepared: June, 2017

SUMMARY: Under general supervision, collects or assists in the collection, organization, analysis, reporting of data relating to departmental operations, and state and federal grants; prepares budget proposals and detailed research reports and recommendations; performs related work, as required.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Provide responsible and technical assistance to the City Manager, Assistant City Manager, or designee in the analysis, implementation, and monitoring of departmental programs.
- Perform administrative detail work, maintaining appropriate records and statistics and submitting reimbursement requests.
- Utilize database programs and other computer software programs.
- Conduct surveys and perform research and statistical analysis, as requested.
- Prepare, monitor, and manage annual operating budgets; conduct financial reporting; track and record department's asset records including acquisitions and disposals.
- Track department expenditures for adherence to budgetary boundaries.
- Compile monthly, quarterly, and yearly operations reports; work with purchasing staff to gather technical information to prepare requests for proposals for special projects.
- Prepare highly visible projects, reports, and correspondence.
- Review, report, and manage program compliance with applicable laws, regulations, and ordinances.
- Attend various department-related meetings, workshops, and other regulatory meetings as a representative of the City.
- Consult with the Assistant City Manager or designee in solving administrative issues.
- Meet with City Attorney to discuss legal issues involving departmental projects.
- Provide responsible administrative staff assistance which includes conducting analysis of municipal policies involving department procedures, and services.
- Author special correspondence; assist in the design and production of technical information and brochures.
- Maintain accurate project records, documents, and supporting material for department and ensure their proper disposition.
- Facilitate and prepare bid specifications and scope of work for department projects and programs.
- Oversee, review, and modify bid proposals; review invoices and payments related to projects.
- Monitor and ensure timely compliance with regulatory matters and reporting requirements.
- Prepare staff reports, agenda items, and resolutions.
- Represent the department on specific administrative matters in liaison with other departments and agencies.
- Respond to complaints and requests for information from the public and City staff.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Bachelor's degree in Business Administration or a related field AND three years of experience in an advanced administrative position performing complex, technical duties involving a considerable amount of independent judgment with special projects or assignments and usage of computer software and database programs.

Knowledge of:

- Principles and practices of public administration and organization applicable to a Municipal agency.
- Administrative techniques including principles of organization, budgeting, and personnel administration.
- Statistical methods and methods of graphic presentation.
- Modern office methods, practices, procedures, and equipment, including software and database programs.
- Elements of English usage, vocabulary, spelling, punctuation, and grammar.
- Report preparation and presentation methods.
- Concepts, theories, principles, methods, and practices of organizational and municipal government administration.

Skill in:

- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Interpreting and applying City, state, and federal policies, laws, and regulations.
- Gathering and analyzing data.
- Composing clear, concise, and grammatically correct correspondence.
- Reading, interpreting, and applying information that complex and/or technical.
- Performing difficult and responsible administrative duties involving use of independent judgment, discretion, and confidentiality.
- Making routine arithmetical calculations with speed and accuracy.
- Prioritizing and scheduling workload to ensure completion when faced with deadlines or emergencies.
- Establishing and maintaining effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public.
- Applying safe work practices.

LICENSE AND CERTIFICATION REQUIREMENTS:

Must possess a minimum of a valid California Class "C" driver's license upon hire and maintain throughout the length of employment with the City of Victorville.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in an office environment and in close proximity to other workers. Incumbent shall be exposed to those conditions normally encountered in a business office environment. Physical demands are light, consisting primarily of sitting, standing, and walking. Must be able to lift up to 50 pounds. Incumbent must be able to see and hear in the normal range with or without correction, and communicate verbally and in written form with great facility and must be able to be understood. Incumbent must have the stamina to work long hours and must be willing to work an irregular schedule, which may include weekends or evenings.

Department Head Approval

Date

Human Resources Officer Approval

Date