



## JOB DESCRIPTION

### Senior Administrative Analyst

Date Prepared: July, 2014

**SUMMARY:** Under general supervision, performs a wide variety of highly responsible tasks by way of analytical assistance for the development and implementation of City policies, procedures, and programs; administration and oversight of City contracts; budget analysis, preparation, monitoring, and reporting; administrative support through research, analysis, report writing, and recommendations; performs other 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:*

- Conduct or direct complex studies, research, analysis, and projects.
- Prepare and present detailed and comprehensive reports to a variety of audiences.
- Prepare and monitor annual operating budgets.
- Conduct financial reporting.
- Track and record departments' asset records including acquisitions and disposals.
- Coordinate and oversee the day-to-day administrative functions for VMUS gas and electric utilities, including but not limited to commodity management, customer service/billing, and accounts payable/receivable.
- Prepare bid specifications and scope of work for department projects and programs.
- Maintain and organize administrative documents, including but not limited to division policies, procedures, rates, rules, regulations, forms, notices, and webpage content.
- Review, analyze, and develop recommendations regarding state and federal legislation.
- Monitor and ensure timely compliance with regulatory matters and reporting requirements.
- Prepare, review, and manage new leases, contracts, amendments, user permits, renewals or extension, with consultants and private contractors.
- Prepare exhibits and payment schedules for brokerage fees.
- Review and manage real estate disposition agreements.
- Prepare proposals and quotes.
- Conduct leasing and filming tours.
- Develop, establish, administer, and monitor City programs, work methods, and standards.
- Prepare correspondence.
- Review, approve and deny applications, and issue vouchers.
- Oversee, review, and modify bid proposals.
- Review invoices and payments related to projects.
- Prepare staff reports, agenda items, and resolutions.
- Consult with the City Manager, Assistant City Manager, or designee in solving administrative issues.
- Draft and recommend administrative policies and procedures.
- Supervise, train, motivate, and evaluate assigned personnel.

- Make effective recommendations regarding promotion, transfer, and disciplinary action of assigned personnel.
- Provide assistance to department management, other City personnel, and the public regarding administrative, fiscal or operational issues, policies, and procedures.
- Prepare grant applications for various state and federal programs.
- Represent the City at various meetings.
- Attend City Council meetings, as necessary.

## **MINIMUM QUALIFICATIONS:**

### **Education, Training and Experience Guidelines:**

Graduation from an accredited college with a bachelor's degree in Political Science, Public or Business Administration or a closely related field, AND five years of increasingly responsible administrative experience with a municipal government. Experience should include at least two years of supervisory experience. Master's degree or graduate level course work in a closely related field is desirable.

### **Knowledge of:**

- Concepts, theories, principles, methods and practices of organizational and municipal government administration.
- Cost accounting procedures, practices, and their relationship to budgeting.
- Research and statistical methods.
- State, federal and local laws and regulations.
- Report preparation and presentation methods.
- Principles and techniques of project management.
- Short and long range organizational planning.
- Grant writing and application procedures.
- Legal, ethical, and professional rules of conduct for public sector employees.
- Computer software applications used to create spreadsheets and analyze data.
- Supervisory principles and practices.

### **Skill in:**

- Providing efficient customer service and communicating clearly and objectively both verbally and in writing.
- Organizing with the ability to prioritize work and exercise independent judgment, wisdom, common sense, and initiative.
- Thoroughly carrying out oral and written instructions.
- Exercising extreme discretion when dealing with the public and employees on sensitive or confidential matters.
- Gathering pertinent facts, making thorough analyses, and arriving at sound conclusions.
- Reporting information in clear, complete, and logical form.
- Working independently or as part of a team to organize and complete detailed assignments with minimal direction.
- Conducting organizational and procedural studies and preparing comprehensive reports.
- Recommending and implementing goals and objectives for providing effective services.
- Properly interpreting and making decisions in accordance with laws, regulations, and policies.
- Planning and presenting clear, concise, and effective presentations to executive management and the public using non-technical language.
- Organizing and maintaining accurate records of activities and projects; preparing and administering an operating budget.
- Simultaneously directing various work activities consistent with goals and priorities.
- Evaluating programs and services from an operational and productivity standpoint.
- 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. 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, and carrying moderately heavy boxes up to 50 pounds, and/or utilizing a hand dolly. 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 overtime, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

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Personnel Officer

\_\_\_\_\_  
Date