

ADMINISTRATIVE ANALYST

Definition

To perform a wide variety of tasks in providing responsible professional administrative staff assistance.

Supervision Received and Exercised

Direction is provided by the Director of a City department. Assignments may require the direct or indirect supervision of technical and clerical positions.

Examples of Duties

Depending upon assignment, duties may include, but are not limited to, the following: Investigate, interpret, analyze, and prepare recommendations in relation to proposals for new programs, grants, services, equipment, and personnel; analyze, interpret, and explain City policies and procedures; may be assigned responsibility for administering or coordinating specific department programs; investigate and prepare reports on specific requests and complaints pertaining to department activities; prepare grant applications; monitor programs for compliance with regulations; prepare and maintain necessary records and reports; assist in preparation and review of department budget; confer with members of the public to explain policies and programs; gather and analyze data on existing programs, conduct surveys and prepare proposals including financing, staffing, and organization requirements; represent the department in the community, and at professional meetings as required; represent the department in interdepartmental and interagency projects; respond to citizen complaints and requests for information; assist in the coordination of department activities with the City Manager's office, and other City departments and divisions, and with outside agencies; perform related duties as assigned.

Employment Standards

Experience and Education

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: One year of general administrative experience in municipal government.

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major work in public administration or a closely related field.

Knowledge and Abilities

Knowledge of: Principles and practices of organization and public administration; research techniques, sources and availability of information, and methods of report presentation; applicable Federal, State and local laws, rules and regulations pertaining to local government operations.

Ability to: Communicate clearly and concisely, orally and in writing; properly interpret and make decisions in accordance with laws, regulations and policies; prepare complete and accurate reports.