

ADMINISTRATIVE MANAGEMENT ANALYST

DEFINITION

Under administrative direction, provides highly responsible management assistance by planning, coordinating and directing operating programs, administrative studies and special projects and performs other related work as required.

DISTINGUISHING FEATURES

Positions allocated to this class exercise a high degree of responsibility for administrative research and analyses and provide recommendations. Work in the class is distinguished from that of lower classes by the greater complexity of the assignments received the greater independence with which an incumbent is expected to operate and by the full level of supervisory responsibilities the incumbent may assume. Certain positions may be assigned to specialized areas of responsibility such as budget analysis, computer systems, police records, risk management, and safety.

EXAMPLES OF DUTIES

1. Plans and directs programs involving administrative operations of considerable complexity; may administer specific program areas.
2. Recommends and implements improved administrative methods, procedures, equipment and facilities.
3. May plan and direct staff services for a major department or division, including personnel and fiscal management, budget preparation and analysis, procurement, public relations and related functions.
4. Conducts research and analytical studies on a variety of programs and issues; coordinates and expedites reports and program information from City departments; develops procedures; formulates recommendations and prepares reports and correspondence.
5. Determines financial methods, procedures and costs pertaining to a departmental service or City program; conducts cost benefit analyses and reviews and prepares financial and statistical reports; coordinates contract arrangements with other agencies and private parties.
6. May prepare grant applications and handle grant administration details including contracts with federal, state and local agencies.
7. Confers with other departments, public officials, consultants and citizens and explains City policies and procedures; makes presentations on assigned projects and programs.
8. Provides staff support to committees or commissions or individuals as assigned.
9. Assists in budget preparation and administration.
10. Administers various staff functions of the department.
11. May supervise, train and evaluate assigned staff.

EMPLOYMENT STANDARDS

Education/Experience

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

Education: Graduation from an accredited four year college or university with major course work in public or business administration or related field.

Experience: Four years of **municipal government** administrative experience involving the analysis of administrative concerns, development of policies and procedures and supervising an administrative activity.

EMPLOYMENT STANDARDS (continuation)

Knowledge

Knowledge of principles of public and business administration including organization, personnel and fiscal management; statistical concepts and methods and general analytical procedures.

Ability

Ability to effectively administer major programs; perform both complex and routine administrative work with speed and accuracy; interpret and apply established City policies, procedures and codes; establish and maintain accurate records; plan, administer and evaluate work programs; interpret and analyze information; draw valid conclusions and project consequences of decisions and recommendations; prepare studies and reports concerning complex matters including cost factor analysis and operational feasibility studies; write grant proposals; set priorities, meet deadlines and make sound decisions; establish and maintain accurate records; maintain level of knowledge required for satisfactory job performance; communicate effectively; establish and maintain effective working relationships with employees and the general public and supervise, train, and evaluate assigned staff.

Other Requirements

Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position.

Selected positions require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.