

ADMINISTRATIVE MANAGEMENT ANALYST

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DEFINITION

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

DISTINGUISHING FEATURES

Positions allocated to this class exercise a high degree of independence and responsibility. Incumbents perform administrative research and analysis and provides administrative recommendations to management. Work in the class is distinguished from that of higher classes by level of supervisory responsibility and the scale, scope and complexity of research, analysis, and management recommendations expected to be performed. 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, but not limited to, budget analysis, computer systems, police records, risk management, and safety.

EXAMPLES OF DUTIES

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Essential 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. Plans and directs programs and services specific to assigned 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. Prepares grant applications and handles 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 processes and protocols specific to assigned department.
11. May supervise, train and evaluate assigned staff.

WORKING CONDITIONS:

- Office or police/fire station environment.
- Noise level is usually moderate, ambient office sounds such as speaking, working office equipment, and software.
- Frequent interaction with City departments, vendors/contractors, the general public, and/or citizens which may

include responding to various inquiries, providing City or department information, and interacting with upset customers, staff, and the public in interpreting and enforcing departmental policies and procedures.

PHYSICAL DEMANDS:

- Operate a computer keyboard and office equipment.
- Seeing to interpret, read, and maintain various documents, such as files, contracts, and reports, in electronic and non-electronic formats.
- Hearing and speaking to present and exchange information and to communicate in person and by telephone.
- Frequent sitting for extended periods of time
- Occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.
- Occasionally lift, carry, push, and pull materials and objects up to 25 pounds.
- Occasional walking through service areas may be required depending on assignment.

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 experience conducting administrative analysis, developing policies and procedures, and managing administrative programs or services.

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.