



## Job Description

<b>Title: Sr. Administrative Analyst</b>	<b>FLSA Status: Non-Exempt</b>	<b>Created:</b>
<b>Supervisor: Director of Public Works</b>	<b>Supervises: N/A</b>	<b>Revised:</b>
<b>Job Family: Public Works</b>	<b>Bargaining Unit: Clerical</b>	<b>Approved:</b>

### JOB SUMMARY:

Under the direction of the Director of Public Works, to prepare a wide variety of complex analytical duties involving personnel, budget, and fiscal related activities, and special projects for a variety of departments within the City.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Researches, compiles, tabulates, and assembles data; conducts and completes surveys and studies.
- Prepare technical reports and presentations.
- Evaluates existing and proposed policies, procedures, programs, and functions of assigned department; consults with and advises department staff; prepares and presents recommendations.
- Reviews existing and proposed legislation for impact on City; consults with affected department; prepares and presents recommendations.
- Under direction, administers recruitment and planning activities; prepares job announcements; prepares and places advertisements; reviews applications for completeness and to determine if applicants meet minimum qualifications; serves as proctor for examinations; makes arrangements for oral interview panels and serves as chair.
- Under direction, administration of the City's benefits program; researches and responds to applicant and employee questions pertaining to benefits.
- Coordinates, develops, and implements City training and safety programs; maintains records and responds to Agency staff questions and inquiries.
- Performs administrative duties for projects and programs; coordinates activities with other staff members and other departments and/or agencies.
- Prepares and monitors budget and contracts for assigned department.

### OTHER DUTIES:

- Perform related duties as assigned.

### QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Knowledge of:

- Principles and practices of public budget and contract preparation.
- Methods and techniques involved in conducting analytical studies.
- Human resources principles and practices in a public agency.
- Principles of technical reporting writing.

**Ability to:**

- Understanding and apply a variety of City and department policies and procedures to the public.
- Research, analyze, and make effective recommendations on human resources, administrative management, or budgetary and fiscal practices.
- Prepare complex and technical reports in a logical, comprehensive, and concise manner.
- Establish and maintain effective working relations with City employees, outside organizations, and the public.
- Conduct studies, analyze data, and prepare sound recommendations.

**Education and Experience:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Bachelor's degree in business administration, accounting, public administration, or closely related field.
- Two years of experience equivalent to an Administrative Analyst.

**Licenses, Certifications and other Requirements:**

- Possession of a valid California driver's license is required.

**WORKING CONDITIONS:**

**Work Environment:**

- Indoor/Office environment.
- Constant interruptions.

**Physical Demands:**

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person or on the telephone.
- Sitting or standing for extended periods of time.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling or crouching to file materials.

The information contained in this job description is for compliance with the Americans with Disabilities Act (AD.A.) and is not an exhaustive list of the duties performed.