

CITY OF RIVERBANK

ADMINISTRATIVE ANALYST I/II

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, learns to perform and performs a wide variety of professional, administrative, analytical, and management support within assigned program areas; develops, implements, and administers assigned program responsibilities, including budget preparation, financial management, and grant coordination; conducts research; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

Administrative Analyst I

The **Administrative Analyst I** is the entry-level class in the professional analyst series that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision, incumbents perform the full scope of the more routine and less complex assignments within an established procedural framework where there are minimal consequences of error, including a wide variety of less complex administrative and analytical tasks. This classification is alternatively staffed with Administrative Analyst II and incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher level class.

Administrative Analyst II

The **Administrative Analyst II** is the journey level class in which the incumbent is expected to independently perform the full scope of administrative, analytical, and management support duties within assigned program areas. This classification is distinguished from the next higher classification of Senior Administrative Analyst in that the latter performs the more complex duties and has full supervisory responsibilities.

SUPERVISION RECEIVED/EXERCISED:

Administrative Analyst I

Receives immediate supervision from higher level department management. May exercise technical and functional supervision over technical and office support staff.

Administrative Analyst II

Receives general supervision from higher level department management. May exercise direct and indirect supervision over technical and office support staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Conducts studies of organizational, administrative, and operational issues; reviews and analyzes processes, procedures, and work methods; analyzes legislation; develops funding proposals, policy alternatives, and strategies; prepares and presents reports and recommendations; demonstrates an understanding of applicable policies, procedures, and work methods associated with assigned duties.
- Provides staff support to departmental management; facilitates and coordinates interdepartmental projects; provides analytical support for financial, operational, and organizational issues; coordinates and manages assigned special projects.
- Assumes operational authority over projects, services, or administrative operations; trains and supervises assigned support staff; maintains financial and administrative processes and records; develops policy and procedural recommendations; develops, implements, and monitors assigned budgets; monitors contracts and related documentation; performs customer service functions.
- Participates in the development and implementation of departmental and program budgets; analyzes past and future revenue projections; participates in the forecast of necessary funds for staffing, materials, services, and supplies; monitors and assists in the administration of the approved budget.
- Serves as a liaison with employees, public and private organizations, community groups, and other organizations; provides information and assistance regarding assigned program and service areas.
- Assists in or develops Request for Proposals and sees them through the hearing process; assists in the screening, interviewing, and selecting consultants; monitors contracts and related documentation.
- Represents the City/department at a variety of meetings with community groups, professional associations, regional groups, and other agencies; establishes effective working relationships with others; serves on various committees.
- Reviews and responds to questions and/or complaints from citizens and provides information accordingly.
- Attends staff, City, Council, and/or Commission meetings as assigned.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. Additionally, need to lift, drag, and push files, paper, and documents weighing up to 25 pounds is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for an **Administrative Analyst I/II**. A typical way of obtaining the required qualifications is to possess the equivalent of:

Administrative Analyst I

A bachelor's degree in business administration, public administration, finance, economics, planning, or a related field.

Administrative Analyst II

In addition to the above, one year of progressively responsible administrative, analytical, and technical experience equivalent to that of an Administrative Analyst I in the City of Riverbank.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position. The level and scope of the knowledge and abilities listed below vary between the I and II levels.)*

Knowledge of:

Modern principles, practices, and methods of administrative and organizational analysis; public administration policies and procedures; principles of grant proposal writing and administration; research and reporting methods, techniques, and procedures; principles of mathematics and statistical analysis; structure and organization of public sector agencies; principles and practices of public personnel administration, budget development, and implementation; basic principles of mathematics; applicable federal, state, and local laws, codes, and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices, and equipment; modern office practices, methods, and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

Ability to:

Analyze financial, budgetary, administrative, operational, and organizational problems; consult effectively with management, staff, and the public; develop, coordinate, and administer assigned work programs and grants; identify private, state, and federal funding sources; serve as a liaison between various public agencies; develop and administer a budget; prepare clear and concise administrative documents and reports; analyze, interpret, summarize, and present a variety of fiscal, statistical, and administrative reports in an effective manner; perform mathematical calculations quickly and accurately; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize, and follow-up on

work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing, spreadsheet, and other software applications.