

CITY OF RIVERBANK

SENIOR ADMINISTRATIVE ANALYST

*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 direction, performs a wide variety of professional, administrative, fiscal, and analytical support within assigned program areas, including budget preparation, employee relations support, financial management, project management, and grant coordination; conducts research and compiles reports, proposals, resolutions, and ordinances; supervises employees and various functions within an assigned department; conducts research; works closely with City Manager, City Council, and/or department heads as assigned; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Senior Administrative Analyst** is the supervisory/advanced journey level classification in which the incumbent is expected to demonstrate a high-level of independent problem solving abilities and perform the full scope of administrative, analytical, and management duties within an assigned department or specialized program area. Incumbents in this class are given the most complex and difficult work and carry out assignments using independent judgment and problem solving skills. This classification is distinguished from the next lower classification of Administrative Analyst II in that it has overall full supervisory responsibilities over staff in assigned areas.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from a department head or City administrative staff. Exercises direct and indirect supervision over lower level administrative support and field personnel.

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

- Performs a wide variety of professional, administrative, fiscal, and analytical support within assigned program areas, including budget preparation, employee relations support, financial management, project management, and grant coordination.
- Assists in and conducts research and studies of organizational, administrative, efficiency, and operational issues; reviews and analyzes processes, procedures, resolutions, ordinances, operating systems, and work methods; analyzes legislation; develops policy alternatives and strategies; prepares and presents reports and recommendations, including staff reports; demonstrates an understanding of applicable policies, procedures, and work methods associated with assigned duties.
- Applies for federal and state funding; writes and administers grants; prepares grant invoices; produces, monitors, and completes all aspects involving the grant process; follows and puts into practice federal, state, and local regulations as they pertain to the awarding of grants.

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- Participates in the development and implementation of citywide, departmental, and program budgets; performs budget preparation and review; analyzes budget problems; prepares recommendations; performs cost studies; 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; collects various fees; may compile the annual Local Transportation Fund Non-transit claim.
- Analyzes findings and prepares reports and recommendations, which may include the Disadvantaged Business Enterprise annual report; prepares charts and graphic illustrations; develops policy plans and procedures and monitors implementation; prepares procedural manuals; prepares various correspondence.
- Assumes operational authority over projects, services, or administrative operations; trains and supervises assigned staff; initiates discipline procedures as necessary; prepares and conducts employee evaluations; participates in hiring new staff; provides team leadership; maintains project, financial, and administrative processes and records.
- Provides staff support to departmental management; facilitates and coordinates interdepartmental projects; provides analytical support for financial, operational, and organizational issues; serves as project manager over assigned projects; serves as a resource to all department staff on a variety of matters.
- Serves as project manager over assigned projects; oversees and supervises specific functions and programs of assigned department, which may include storm water and groundwater management, management and development of the capital improvement program, preparation of subdivision agreements, coordination of environmental reports, landscape and lighting district management, and oversight of the pavement management system.
- 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 and establishes effective working relationships with others; serves on various committees.
- Reviews and responds to questions and/or complaints from citizens and provides information accordingly.
- Oversees assigned programs; depending on the area of assignment may oversee the Riverbank Oakdale Transit Authority (ROTA), including assisting with the Annual Transit Claim for transportation funds and bid documents.
- Attends staff, City, Board, 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, the 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 a **Senior Administrative Analyst**. A typical way of obtaining the required qualifications is to possess a bachelor's degree in business administration, public administration, finance, economics, planning, or related field and four years of professional experience in administrative analysis and research, policy development, fiscal administration, budget, and management responsibilities. A master's degree is desirable.

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.)*

Knowledge of:

Principles, practices, procedures, and techniques of public administration; research procedures; public budgeting processes; modern principles, practices, and methods of administrative and organizational management; organizational development policies and procedures; principles of grant proposal writing and administration; research and reporting methods, techniques, and procedures; programs, projects, and functions of assigned department; City government and inter-governmental relationships; structure and organization of public sector agencies; budget development and implementation; public relations and customer service best practices; methods and techniques of supervision, training, and motivation; principles of mathematics and statistical analysis; applicable federal, state, and local laws, codes, and regulations; 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; provide sound policy and procedural recommendations; maintain confidential information and data;

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oversee and/or manage special projects and programs of an assigned department; work effectively with management, staff, other governmental agencies, 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; plan, organize, train, evaluate, and direct work of assigned staff; 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; work effectively with people with varying backgrounds, educational levels, races, and cultures.

Skill to:

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