

CITY OF HALF MOON BAY

JOB CLASS SPECIFICATION

Administrative Analyst

Salary \$5412-\$6641 Monthly

DEFINITION

Under general direction, performs a wide range of responsible, professional, administrative, staff assignments which include oversight of interdepartmental and City-wide projects and programs; and performs related work as required. The analyst may be assigned to one or more departments to gain broad experience in various municipal functions.

DISTINGUISHING CHARACTERISTICS

This is an entry level administrative position which performs a variety of complex, responsible executive office and administrative activities. Incumbents perform a variety of tasks relieving a director or manager of performing administrative detail work and are expected to function with very little direct oversight and with a great deal of sensitivity and confidentiality. This class performs confidential administrative duties of a highly sensitive nature in support of a various City departments and functions.

SUPERVISION RECEIVED/EXERCISED

Receives general supervision from the Department Director (varies by assignment) with input and assistance from other City management personnel. May exercise direct or technical and functional supervision over lower level office support staff.

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

Assist in program, policy and budget development, implementation, coordination, revision, review, evaluation and monitoring; participate in interdepartmental task forces and committees; research, compile and analyze financial and other data; prepare recommendations for budget requests, grants, new programs, modification of services and equipment; plan, organize and coordinate assigned City-wide projects and monitor departmental projects; analyze, interpret and explain City policies and procedures.

Identify and research information from various departments and from outside sources to evaluate proposed programs and projects.

Analyze data to assess cost, operational feasibility and other aspects of proposed programs and projects.

Prepare reports and presentations on all pertinent aspects of proposed programs and projects including budget projections.

May make presentations to large groups on projects, proposals and agenda items.

Collect and understand statistical data, tracking of data and distribute data as needed for projects, historical purposes and efficiency.

Monitor and coordinate execution of approved projects and programs including preparing all required reports and supervising all related record keeping.

Recommend changes in program emphasis or execution.

Assist in the development and implementation of goals, objectives, policies, and procedures.

Work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

Confer with operating staff regarding the implementation of programs and the interpretation and application of policies and procedures.

Engage with public regarding concerns, questions and ongoing city projects at the front counter and via telephone.

Administrative duties such as working counter for public questions, answering phones, emails, filing and collaborating with staff in regards to working toward completion of projects for deadlines.

Monitor legal requirements for grant compliance and regulations.

Complete grant tracking, monitor grant finances and project completion, coordination and use of grant funds, administration and analysis of grants.

KNOWLEDGE, SKILLS AND ABILITIES

(The following are representative samples of the Knowledge, Skills and Abilities necessary to perform essential duties of the position)

Knowledge of:

- Organization functions, programs, policies and procedures.

- Customer Services interaction and general political acumen.
- Comprehensive knowledge of the principles, practices and methods of municipal budgeting, finance, public administration and organizational development; modern management of departments and organizations
- Modern office procedures, methods and equipment including computers.
- Business letter writing and advanced report preparation.
- Principles and procedures of record keeping.
- English usage, spelling, grammar and punctuation.
- Pertinent federal, state and local laws, codes and ordinances.

Skill to:

- Operate an office computer and a variety of word processing and software applications.
- Operate a variety of automated office machinery and equipment including printer,, calculator, facsimile machine, copier, multi-line telephone systems, etc.
- Type accurately from clear copy at a rate of 50 words per minute.
- Create Excel documents, Access Databases and project management tracking.

Ability to:

- Perform responsible and difficult confidential administrative work involving the use of independent judgment and personal initiative.
- Tactfully relate to the public, departmental managers, employees, other organizations and outside agencies
- Demonstrate competency in research and analysis, decision making, and management skills
- Understand the organization and operation of City departments and outside agencies as necessary to assume assigned responsibilities.
- Interpret and apply City rules and policies.
- Prioritize work.
- Independently prepare correspondence and memoranda.
- Prepare presentations, present and make recommendations to large groups.
- Analyze situations accurately and adopt an effective course of action.
- Meet deadlines.
- Take notes and develop reports that reflect accurate accounting of meeting minutes.
- Respond to requests and inquiries from the general public.
- Operate and use modern office equipment including a computer.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships.

EDUCATION AND EXPERIENCE

(The following minimal qualifications are necessary for entry into this classification.)

Two years of full time, paid, responsible work experience in a fiscal or administrative capacity; or an equivalent combination of related training and experience.

Bachelor's Degree from a four-year college or university, with course work in Public or Business Administration or related field is *preferred*.

WORKING CONDITIONS

This 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 statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer, and acute hearing is required when providing phone service and communicating in person. The need to lift, drag and push files, computer reports or other materials weighing up to 25 pounds also is required.

LICENSES, CERTIFICATES, AND REGISTRATIONS

Valid class C California Driver's license.

*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.*