SENIOR ADMINISTRATIVE ANALYST

DEFINITION
Under general supervision, performs advanced level analytical work to assist assigned Department management in resolving administrative and management issues; develops related recommendations and prepares related reports.

ESSENTIAL FUNCTIONS
Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
- Plans, develops and coordinates the implementation of programs and projects of a large scope or complexity within an operating department.
- Develops and recommends departmental and/or citywide systems and policies and procedures and administrative guidelines.
- Performs comprehensive analysis and coordination of municipal policies, organization, procedures and services.
- Analyzes the economic and financial feasibility of proposed projects and programs and makes recommendations.
- Develops and recommends goals, objectives and guidelines, utilizing resources effectively to improve efficiency and organizational effectiveness of the operation.
- Interprets and monitors compliance with City codes, regulations and policies, local, federal, and state, statutes and guidelines.
- Negotiates and administers contracts, agreements, leases and services. Develops agreements and contract terms and monitors compliance. Mediates user/provider complaints.
- Researches grant programs, prepare grant applications and monitors compliance with applicable terms.
- Conducts research and analyzes statistical and related data.
- Prepares comprehensive technical reports, and correspondence, as well as maintains records.
- Prepares and may present reports to City Council, City Manager and various boards, committees and citizen groups at the request of the department director or City executives.
- May represent the City and makes presentations in the community, and at interdepartmental, interagency and professional meetings, as assigned.
- May supervise, train and evaluate the work of professional, technical and support staff, as assigned. Ensures that staff provides a high degree of customer service to both internal and external customers.
- Performs related duties, as assigned.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledge of applicable Federal, State, and City laws, rules, regulations, and ordinances, City policies and procedures, principles and practices of public personnel administration and supervision, modern office administration, public relations principles and techniques, principles and procedures used in budget preparation, justification, monitoring, and reporting, and assigned departmental operations;
- Skilled in providing and following complex verbal and written instructions, establishing and maintaining effective and productive working relationships with other employees, supervisors, department officials, officials of other agencies, and the general public, preparing professional documentations and presentations for official use and in critical thinking and analytical.
- Ability to train, provide technical guidance and supervision administrative staff, express ideas and information clearly and concisely, both verbally and in writing, and to evaluate technical information and statutes to arrive at sound recommendations based on the data and to effectively respond to crisis or emergency situation. Must be able to work with little direct supervision and exercise good judgment in prioritizing and managing workload and other duties.
- Proficient in operating office equipment including computers and software, fax machines, copiers, scanners, and other specialized equipment, MS Office software packages and other industry related software.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Primary work is performed in an office environment but may include travel to remote offices and work sites to complete assigned or special projects. Work may require frequent standing, walking and bending; May be exposed to repetitive motion, vision to monitor, extreme temperatures and weather, and areas under construction.

QUALIFICATIONS
Bachelor's degree from an accredited college or university in public or business administration, economics or a closely related field. A Master's degree in public or business administration, or economics is highly desirable AND four years of increasingly responsible analytical or administrative experience. Possession of a valid California Driver's License.