



JOB DESCRIPTION

Administrative Analyst

Date Prepared: April, 2016

Class Code: 1490

SUMMARY: Under general supervision, performs a variety of experienced journey level analytical, technical, complex and administrative tasks in support a City Department; work requires the exercise of independent judgment, initiative and discretion based on knowledge of administrative policies and procedures and the municipal organization in performing daily activities.

DISTINGUISHING CHARACTERISTICS: -- Administrative Analyst is the experienced journey level in the Administrative job series; incumbents work under general supervision, and perform a variety of journey level analytical, technical, complex and administrative tasks in support of a City Department. Incumbents report to the City Administrator a Department Director or a Division Manager.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Performs a variety of duties in support of department managers, various administrative operations and activities within an assigned department including budget development, program coordination and monitoring and departmental policy and procedure development, implementation and enforcements.
- Coordinates assigned activities with other functions, divisions, outside agencies, and the general public.
- Performs a variety of professional level research, administrative, operational and analytical duties in support of assigned department.
- Identifies issues, collects data, analyzes alternatives and makes recommendations as to appropriate action, prepares and presents reports, participates in special projects and assignments.
- Responds to and recommends resolution to difficult and sensitive inquiries and complaints.
- Assists in preparing Requests for Proposals and managing contracts.
- Reviews and reconciles monthly bills; verifies accuracy of payments to plans, identifies, reports, and reconciles discrepancies.
- Prepares variety of materials, drafts, letters, memos, reports, manuals, forms, and oversees databases departmental records and file storage and management systems.
- May supervise and evaluate technical and administrative support staff.
- Keeps abreast of current developments and trends in the field of public administration.
- Monitors state and federal legislation regarding assigned areas, interprets state, federal, and grant regulations, and assesses departmental or City compliance with same, may assist in developing programs and procedures in response to new legislation.
- Prepares and distributes a variety of routine and non-routine reports; attends and participates in a variety of meetings and committees as assigned.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Bachelor's Degree in Public Administration, Business Administration, Political Science, English or related field; AND three (3) years of professional level experience in public sector administration support and one (1) of the required three (3) years of experience must include lead or supervisory responsibilities.

Knowledge of:

- City organization, operations, policies, and procedures.
- City Code, City Ordinances and Operating Manuals.
- Principles and practices of office administration.
- Records management principles.
- Telephone etiquette protocol.
- Customer service standards and protocols.
- Principles and methods of supervision and training.
- Business computers and standard MS Office software applications.

Skill in:

- Providing highly skilled secretarial support to executive – level personnel.
- Preparing correspondence, agendas and various types of documents.
- Organizing and maintaining departmental records and filing systems.
- Answering incoming calls and responding to public inquiries.
- Coordinating special projects in support of administrative operations.
- Operating a personal computer utilizing a variety of business software.
- Explaining City policies and procedures.
- Communicating effectively verbally and in writing.
- Dealing tactfully and courteously with elected officials, employees and the public.
- Establishing and maintaining cooperative working relationships with elected officials, managers, fellow employees, and the public.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License may be required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment.