City of Inglewood Job Description
Class Code: 603

ADMINISTRATIVE ANALYST

DEFINITION

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

ESSENTIAL FUNCTIONS

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

Coordinates and administers the procedural and administrative aspects of special projects for assigned department; assists in the development and implementation of municipal programs; compiles and analyzes data to make recommendations for department programs; drafts, reviews and finalizes staff reports, agreements, resolutions, correspondence and memorandums; performs analysis, research, review and implementation for new departments or City regulations, policies and procedures; conducts and responds to surveys with local agencies on operational issues.

Collaborates with other staff members to increase strategic thinking on projects; gathers information, researches trends and performs background studies for feasibility of information; prepares, updates and submits administrative plans; maintains department records; answers telephone calls and questions or inquiries from City staff and the public; functions as a liaison between City staff and outside agencies or contractors, consultants and vendors; provides support to upper management.

Monitors and tracks budget and grant funds for programs and department; prepares and reviews agenda items, budget changes and other administrative functions to assure compliance with department goals and policies; identifies alternative funding sources and coordinates grant applications; consults with department management and formulates and develops recommendations to write reports.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS

Knowledgeable of applicable city, county, state and Federal statutes, rules, ordinances, codes, regulations and other governing rules and regulations;

Knowledgeable of research, budget and grant management principles and techniques

Knowledgeable of personal computer hardware equipment and software applications

Skilled in preparing business reports, letters, plans, agreements and memorandums

Skilled in working with multiple and conflicting deadlines to complete projects

Skilled in establishing and maintaining productive working relationships with both internal and external customers

Ability to effectively communicate verbally and in writing in English with all levels of staff

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Work is performed in an office environment. Work may require frequent standing, walking, bending and lifting up to 20 pounds. Incumbents may be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS

Bachelors degree in Business, Finance, Public Administration or closely related field, **AND** three (3) years experience performing research, complex analysis, or administrative support **OR** an equivalent combination of education and experience.

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