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

Researches, organizes, compiles, summarizes and analyzes data and information; develops and documents recommendations; prepares and presents reports, correspondence, documents, letters and records to management and other agencies; conducts research to support departmental operations; interfaces and communicates with local, state and Federal elected officials, City staff, contractors, vendors and the public. Monitors and tracks budgets and grant funds for programs and assigned department; prepares and reviews agenda items, budget changes and other administrative functions for 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. Guides and assists assigned Department staff; provides coaching, counseling and assistance on professional responsibilities and technical skills; facilitates the collection of information to investigate and respond to requests from assigned Department management; performs research to develop policies and procedures, responds to inquiries regarding procedural issues, complaints, information requests and aids in assigned program development; submits written reports to upper management; attends department, division and committee meetings.

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 organizational planning, analysis principles, research techniques

Knowledgeable of budget and grant management principles and techniques

Knowledgeable of and proficient in operating a personal computer and software

Skilled in preparing complete, complex, comprehensive and accurate reports

Skilled in assessing and prioritizing multiple tasks, projects and demands

Skilled in working with conflicting deadlines to complete projects

Skilled in providing and following oral and written instructions

Skilled in establishing and maintaining working relationships

Ability to perform essential tasks with minimum supervision

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

QUALIFICATIONS

Bachelors degree in Business Administration, Public Administration or closely related field, **AND** four (4) years experience performing confidential research, complex analysis, budget preparation or public administration support **OR** an equivalent combination of education and experience.

2005 1 of 1