

CITY OF EASTVALE



ADMINISTRATIVE ANALYST I (Full-time)

DEFINITION

Under general supervision of the City Clerk, to perform a variety of specialized technical and administrative support functions that require a thorough knowledge of the terminology, procedures and practices for the functional areas to which assigned, with a significant degree of independence and accountability for results; and to perform related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the City Clerk; may supervise or provide lead direction on a project basis over other administrative support staff, as assigned.

ESSENTIAL FUNCTIONS

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

1. Organizes, enters and updates information from a variety of databases, word processing, and spreadsheet software applications in order to prepare information related to program registration, and departmental and division reports.
2. Enters data related to cash receipts.
3. Enters data and assists with maintaining the City's Business Registration Program.
4. Enters data and assists with maintaining the City's Rental Registration Program.
5. Drafts reports and tables used as part of departmental activity reports.
6. Records and updates payments and financial transactions, including recording debits, credits, and transfers for particular programs and funds.
7. Maintains and updates program and departmental calendars and schedules appointments.
8. Answers, screens and refers visitors and telephone calls to appropriate staff member; assists customers at public counter and by telephone, as needed.
9. Analyzes and tracks budgetary expenditures and prepares accounting summaries for use in accounting reports, financial summaries, or reimbursement actions.

10. Assists with billing, cashiering, payroll, accounts payable, and accounts receivable.
11. Types and proofreads a wide variety of reports, letters, memoranda, correspondence and statistical charts; independently composes correspondence related to assigned areas of responsibility.
12. Utilizes various computer applications and software packages; enters and maintains data; generates reports from a database or network system; creates documents using word processing software.
13. Assists in maintaining various ledgers, registers, journals, and logs according to generally accepted principals.
14. Prepares purchase orders and check requests; receives invoices, checks for accuracy and processes for payment.
15. Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner.
16. Performs related duties as assigned.

EXPERIENCE, TRAINING, AND LICENSE

Any combination of experience and training that would likely provide the required knowledge and abilities may be qualifying. A typical way to obtain the knowledge and abilities would be:

Qualifications:

Graduation from an accredited college or university with a Bachelor's degree or equivalent, and two to three years of increasingly responsible office administrative, technical or executive level secretarial experience involving support of a functional area; or an equivalent combination of training and experience.

License/Certificate:

Possession of a valid Class "C" California driver's license and a satisfactory driving record.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Research methods involving the use of department databases; departmental administrative policies; City ordinances related to business licenses and rental registration program; office practices and procedures; principles and practices of sound business communications; correct English usage, including spelling, grammar and punctuation; word processing and spreadsheet software at an intermediate level; record keeping, filing, and accounting procedures; and report preparation and presentation methods; safe work methods and safety regulations.

Ability to:

Operate a computer using word processing and spreadsheet software at an intermediate level; type accurately at a speed necessary to meet the requirements of the position; organize, set priorities and exercise sound independent judgment within areas of responsibility; interpret,

apply, explain, and reach sound decisions in accordance with policies and procedures; organize and maintain office and specialized files; compose routine correspondence from brief instructions; communicate clearly and effectively orally and in writing; understand and follow written and oral instructions; prepare clear, accurate and concise records and reports; use tact and discretion in dealing with sensitive situations, concerned people and customers; and establish and maintain effective working relationships with the City Manager, City Council, management, staff, the public, and others encountered in the course of work; provide excellent customer service; skillfully and safety operate a motor vehicle when required in the course of performing work duties.

SPECIAL REQUIREMENTS

Ability to attend special City events including weekends, evenings and holidays, as required.

Ability to attend night meetings and work extended hours, as needed and/or required.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this class, the employee is constantly required to sit and frequently stand, walk, talk and hear, both in person and by telephone; use hands or fingers to handle, touch, or operate standard office equipment; and reach with hands and arms. The employee occasionally reaches for item above or below desk level, and lifts and carries records and documents, typically weighing less than 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus; travel by vehicle while conducting City business.

Mental Demands:

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; exercise sound judgment in the absence of specific guidelines; establish priorities and work on multiple assignments and projects concurrently; meet intense and changing deadlines given continual interruptions; and interact appropriately with staff, management, City officials, Boards, Commissions, contractors, consultants and others encountered in the course of work.

WORKING CONDITIONS

The employee typically works in an office environment. Non-traditional work hours may be required in order to accommodate the City's needs including attendance at City Council meetings, special City events, and matters requiring the presence of the incumbent. These hours may include, but are not limited to: weekends, evenings and holidays. The employee may be required to travel using public transportation. Generally clean work environment with limited exposure to conditions such as dust, fumes, odors or noise. Travel throughout the City may be required.

FLSA STATUS

This is a non-exempt classification.