

CITY OF EASTVALE



SENIOR ADMINISTRATIVE ANALYST (Full-time)

DEFINITION

Under general direction of the City Manager, to perform varied professional administrative functions, including coordination of special programs and projects; financial analysis; grant research, writing and monitoring; development and preparation of studies and reports; and resolution of citizen concerns and inquiries; and to perform related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Manager, or the City Manager or the City Manager's designee; may supervise other professional, technical and 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. Participates in the development and implementation of the guidelines, procedures, and operations.
2. Provides skilled, highly responsible administrative support to assist upper level administrative staff in the completion of their duties and responsibilities; participates and takes part in special project assignments.
3. Coordinates and prepares City Council reports, financial reports, statistical tables, charts, and graphs.
4. Coordinates and participates in developing schedules, formats, and procedures for budget preparation and control.
5. Coordinates with federal, state, and local agencies on the funding of City projects, which includes grant writing and monitoring of grant administrative programs to ensure contract compliance.
6. Directs and coordinates the fiscal and analytical operations of the section or division, which may include, but are not limited to, the functions of budgeting, fiscal control, cost control and allocations, position control and position vacancy authorization, budget assembly, special studies, contract administration and capital improvements.
7. Serves as management liaison to various boards, committees, and citizen advisory groups, as assigned.

8. Supervises, trains, and evaluates para-professional, technical, and clerical personnel.
9. Assists in the coordination of departmental activities with other City departments and division, and with outside agencies.
10. Responds to complaints and requests for information.
11. Types and proofreads a wide variety of reports, letters, memoranda, correspondence and statistical charts; independently compose correspondence related to assigned area of responsibility.
12. Utilizes various computer applications and software packages; enter and maintain data; generate reports from a database or network system; create documents using word processing software.
13. Conducts complex administrative research, studies and surveys, and prepares reports recommending appropriate course of action.
14. Develops, edits, coordinates and updates Disaster Preparedness and Emergency Operations for the City.
15. Interprets and maintains up-to-date data and knowledge of federal, state, and local laws and regulations related to emergency management.
16. Assists with the coordination and activation of the Emergency Operations Center (EOC) during actual disasters.
17. Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner.
18. Performs related duties as assigned.

EXPERIENCE, TRAINING, AND LICENSE

A 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:

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Concepts, theories, principles, methods and practices or organizational and municipal government administration; cost accounting procedures, practices, and their relationship to budgeting; research and statistical methods; state, federal and local laws and regulations; report preparation and presentation methods; principles and techniques of project management; short and long range organizational planning; grant writing and application procedures; legal, ethical, and professional rules of conduct for public sector employees; computer software applications used to create spreadsheets and analyze data; safe work methods and safety regulations.

Ability to:

Operate a computer using word processing and spreadsheet software; 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; establish and maintain effective working relationships with City Manager, management, staff, the public, and others encountered in the course of work; provide excellent customer service; skillfully and safely operate a motor vehicle when required in the course of performing work duties.

SPECIAL REQUIREMENTS

Ability to work weekends is 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. The employee will be asked to attend Council meetings and may be required to work on weekends or during the evenings in order to coordinate or attend various events. Occasional driving is required to attend special meetings at various City facilities, training sites, and public and private events.

FLSA STATUS

This is an exempt classification.