



CITY OF BIG BEAR LAKE ADMINISTRATIVE ANALYST

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, performs a variety of activities in the analyzing, designing, implementing, coordinating, and evaluating of programs within an assigned City department; may have responsibility for coordinating administrative activities; performs other related work as assigned.

DISTINGUISHING CHARACTERISTICS:

The **Administrative Analyst** is the journey level class in the Administrative Analyst class series and is responsible for conducting special studies and projects within an assigned department, which includes analyzing, coordinating and evaluating new or existing program activities. Assignments can be quite varied with sound judgment and problem solving skills being required. This position will work with both internal staff, representatives of other agencies and members of the public. This class is distinguished from the next higher level class of Senior Administrative Analyst, which performs the more complex of assignments and works with more independence of action.

SUPERVISION RECEIVED/EXERCISED:

General supervision is received from management staff within an assigned department. Incumbents may provide technical and functional supervision over technical and clerical staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Performs complex research and analysis in support of special projects, budget preparation and other standard departmental operations.
- Oversees assigned administrative processes, procedures and programs; provides technical and administrative assistance to the Department.
- Policies and procedures are developed, reviewed, and implemented at the direction of the Department's Director.
- Plans, organizes, and carries out assignments from management staff with minimal supervision and direction.
- Assists in the preparation and control of the project budgets and the department's overall budget.
- Prepares bid and contract documents for public projects, advertises for bids and monitors contract issuance and compliance.
- Monitors and tracks project activities, including expenditure and revenue activity, and compliance reporting; processes purchase orders, check requests and prepares documentation recommending budget adjustments.
- Researches grant opportunities and assists with the preparation of grant proposals; monitors existing grant programs for compliance with regulations and maintains grant records for audit purposes.

ADMINISTRATIVE ANALYST

Page 2

- Assists the public both in person and on the phone; composes emails, correspondence, agenda reports, resolutions and ordinances; maintains accurate and complete records; attends various meetings and makes presentations.
- Demonstrates an understanding of applicable policies, procedures, and work methods associated with assigned duties; responds to questions and concerns from the general public; provides information as appropriate.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, consultants and members of the public.
- Performs other related and peripheral duties as required and necessary for the successful performance of this job.

PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged or intermittent sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence, statistical data and using the computer, and acute hearing is required when providing phone and personal service. The ability to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required. The employee may occasionally be required to travel to different sites and locations; when working outdoors the incumbent may encounter extreme weather conditions, including wet, hot, cold, wind, snow, ice, and heavy vehicle traffic. The noise level in the work environment is usually quiet to moderate when indoors and moderate to loud when outdoors.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

A bachelor's degree in business administration, public administration, or related field from an accredited college/university is required. One to two years of related experience is desired.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Modern principles, procedures, and practices of organizational management; research techniques and practices, including statistical concepts and methods; techniques for scheduling work assignments; modern office procedures, practices, and equipment operation, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; and standard safety practices.

Ability to:

Prepare a variety of reports and analyses; maintain statistical records; oversee and/or manage special projects and programs; prepare written analysis and review documents for accuracy and relevant information; carry out assignments and projects without detailed instructions; analyze situations and adopt an effective course of action; acquire a working knowledge of other departmental programs; interpret and apply administrative and departmental policies and procedures; work effectively with management, staff, other governmental agencies, and the public; administer assigned programs; analyze, interpret, summarize, and present a variety of administrative reports in an effective manner; perform mathematical calculations quickly and accurately; interpret, explain, and apply applicable Federal/State laws, codes, and regulations; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; be able to plan, be well organized, work well under pressure, be proactive, discreet and able to maintain confidentiality on appropriate issues.

Skill to:

Operate standard office equipment, including a computer and variety of word processing, spreadsheet and various other software applications.