



**MARCH 2016
FLSA EXEMPT**

SENIOR ADMINISTRATIVE ANALYST

DEFINITION

Under general direction, provides varied, complex and confidential management and operational analysis in support of a department, division or program(s); analyzes practices and procedures and makes recommendations for organizational, operational, policy, staffing, and procedural improvements; conducts needs analyses, feasibility studies, and evaluations for assigned projects and programs; oversees and administers a variety of projects, grants and contracts; may audit, analyze and verify fiscal records and reports; prepares financial and statistical reports, provides technical advice and/or supervision to staff, other departments, the public and other agencies; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management personnel. May exercise direct and general supervision over assigned professional, technical, and office support staff.

CLASS CHARACTERISTICS

This is the advanced journey-level class in this professional administrative support series. Assignments have division-wide and/or City-wide impact and are responsible for broad programs, which encompass multiple ongoing projects related to an ongoing set of activities insuring that resources are managed with a global focus. Projects or programs requires a high level of expertise in support of functional and/or City priorities and directives. This class is distinguished from other administrative support classifications by its size, range, complexity and scope of the responsibilities, including the oversight of programmatic functions and the oversight of staff.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides leadership and technical guidance as a recognized subject matter expert and advisor in assigned area of responsibility using initiative and resourcefulness in deviating from traditional methods or analyzing unique issues or problems without precedent and/or structure; researches trends and patterns to develop new standards, models, methods, criteria, or proposed new policies and procedures related to assigned area of responsibility; oversees quality assurance and quality control activities within area(s) of expertise.
- Manages complex, politically sensitive studies, projects, and initiatives; develops project plans consisting of mission, objectives, scope of work, budget, schedules, baseline requirements, and implementation strategies; identifies strategic, project management, and external issues, recommends solutions, and implements solutions to manage risks and issues.

- Assists in developing goals, objectives, policies, procedures, work standards, and administrative control systems for the department to which assigned.
- Identifies complex operational and administrative problems; conducts cost benefit, statistical, and trend analyses; develops and implements recommendations.
- Authors administrative, management, operational, staff, legal, regulatory, and financial reports including the preparation of conclusions, recommendations, and forecasts for management, Council, and external entities; develops formats to facilitate clear understanding and interpretation of information and materials to be presented.
- Develops and monitors assigned budget(s), including developing revenue projections, multi-year cash flow analyses, and cost containment strategies and tracking grant funds disbursement; identifies funding opportunities and submits funding request applications; collects and analyzes financial data; reviews and analyzes funding requests and allocation changes to assigned budget(s); analyzes variances and recommends corrective measures; creates data tracking and reporting systems.
- Provides professional staff assistance to management staff; participate on and provide staff support to a variety of interdisciplinary committees and boards; prepares and presents staff reports and other correspondence as appropriate and necessary.
- Develops, organizes, and directs the maintenance of assigned records maintenance systems and databases; ensures data integrity; establishes and modifies procedures related to systems and database maintenance; develops queries and researches data within areas of assigned responsibility to prepare reports and provide follow-up information to inquiries; periodically reviews and purges files in accordance with the records retention policy.
- Performs various analytical support duties such as conducting studies on complex operational, financial, budgetary, legal, legislative, regulatory, political, and/or administrative issues, evaluating existing and proposed policies and procedures, and developing and measuring of industry benchmarks; consults with and advises unit/division staff and management; makes recommendations and reviews and evaluates implemented changes.
- Initiates solicitations, including requests for proposal and sole source requests to provide materials and services; facilitates pre-proposal meetings; coordinates and participates in the evaluation of submittals; drafts and reviews terms and conditions of agreements; negotiates and executes contracts; prepares and submits Board Agenda items for contract approval; administers and manages contracts ensuring compliance with all requirements.
- Attends and participates in professional group meetings; stays abreast of new trends, technologies, and innovations in the functional area(s) of assignment and issues related to area of assignment; develops and recommends compliance strategies.
- Serves as a liaison for and coordinate assigned projects and/or area of responsibility to other City divisions, and outside agencies; represents the project/program with outside agencies and community groups; participates in negotiation and resolution of significant and controversial issues.
- May plan, prioritize, assign, supervise, and review the work of assigned staff; train staff, evaluate employee performance, counsel employees, and effectively recommend initial disciplinary action; assists in selection and promotion.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Complex theories, principles, and practices of public administration as applied to assigned unit or division.

- Government agency programs such as, but not limited to, finance, budgeting, procurement, human resources, government relations, legal, and/or other related programs.
- Sources of information related to a broad range of programs, projects, services, and administration.
- Principles and practices of budget development and administration, project management, and contract administration.
- Methods of quantitative and qualitative analyses to evaluate assigned projects, programs, and activities.
- Organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.
- Research and reporting methods, techniques, and procedures.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Practices of researching issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective and technical reports.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Principles and techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

Ability to:

- Assist in the development of goals, objectives, policies, procedures, and work standards for assigned unit/division.
- Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.
- Coordinate and participate in administrative, budgeting, and fiscal reporting activities.
- Independently identify, plan, and conduct management, financial, administrative, and operational studies.
- Develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Perform quantitative and qualitative analyses to evaluate assigned projects, programs, and activities.
- Develop and maintain specialized records systems and databases.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations, technical written material, and District policies and procedures.
- Analyze, interpret, summarize, and present administrative, financial, operational, and technical information and data in an effective manner.
- Perform accurate mathematical and statistical calculations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

- Effectively represent the unit/division and District in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Operate modern office equipment including computer equipment and software programs.
- Make sound, independent decisions within established policy and procedural guidelines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, independent judgment, and prudence within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Graduation from a four-year college or university with major coursework in business administration, public administration, public policy or a field related to the area of assignment and four (4) years of experience in providing professional-level administrative or operational support in a staff capacity, conducting operational research and assisting with the budgeting process.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.