

CITY OF EMERYVILLE

CREATED: June, 1997

REVISED: May 2002

TITLE: Administrative Analyst

FLSA: Non-Exempt

Job Code: 1410

DEFINITION:

Under direction, the incumbent assists in the planning, developing, coordinating and managing assigned programs and projects; performs related work as required.

Class Characteristics:

This is a journey level professional classification requiring only a short orientation to the organization in order to be functional. Direction is usually received from a Department Head or his/her designee, or another higher level classification within the City. The position may provide lead direction and supervision to assigned personnel on a project basis. The class is distinguished from the Senior Management Analyst by the level of responsibility and scope of assigned duties to specific programs or projects within a department.

Duties and Responsibilities: The duties and responsibilities listed below are illustrative only and are not meant to be a full and exhaustive listing of the duties and responsibilities of the classification.

Assists in directing the activities of the program through planning, development, coordination and implementation of assigned areas of responsibilities.

Assists in the training and development of assigned employees.

Monitors State, Federal and local legislation affecting City programs; ensures that City programs are in compliance with applicable statutes and regulations.

Represent the City in the community and at professional meetings as required; serves as liaison with private industry consultants, local, State and Federal agencies and governing bodies.

Assists in the administration of new and/or amended agreements with contractors and consultants.

Conducts research and analysis regarding current and long range issues; develops specific proposals and/or programs as necessary.

Assists in the development of the annual budget and work programs for assigned department, seeks alternative funding for City programs; develops grant proposals.

Makes presentations before commissions, committees or City Council as may be required.

Prepares technical and administrative reports and studies; prepares written correspondence as necessary; provides periodic reports on assigned activities.

Positions allocated to this level in Public Works Department may perform the following duties:

Reviews and/or coordinates review of new development proposals and documents for project impact upon assigned program areas.

Plans, develops and implements environmental programs for the City, including Solid Waste management, refuse collection and disposal, transportation systems, shoreline cleanup, etc.

Interacts with businesses, schools and neighborhood groups on environmental projects and programs.

Positions allocated to this level in the Police Department may perform the following duties:

Serves as departmental liaison with other members of the regional crime analysis committees.

Researches, analyzes and compiles criminal and demographic information and prepares graphic displays and/or reports.

Assists in the development, utilization, and maintenance of the police automated system.

Gathers information from other law enforcement agencies or organizations to compile statistical data.

Identifies and retrieves crime patterns and trends from police documents and/or electronic databases.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Any combination of education and experience that would likely produce the required knowledge and abilities is qualifying. A typical way to qualify is:

Equivalent to graduation from an accredited four year college or university with major course work in Public Administration, Public Policy, Business or a closely related field

And

Two years of increasingly responsible experience performing administrative staff support, working with analytical and/or statistical data. For positions allocated to the Police Department, law enforcement agency experience is preferred.

Knowledge of applicable local, county, state and federal laws and regulations; principles, practices and trends in municipal organizations; state and federal funding program funding sources; modern research methods and practices; legislative developments affecting programs at federal, state and local levels; personal computers and related software programs; principles and practices of budget development; principles and practices of basic research; principles and practices of supervision; modern office practices; effective methods of communication both verbal and written; effective methods of human interaction; business mathematics including statistics; personal and mainframe computer hardware and applications; department rules and regulations and operational guidelines; correct English usage including spelling, punctuation and grammar; business writing formats.

Ability to assist in planning, coordinating and implementing complex programs, policies and procedures; develop programs and plans and anticipate alternatives for program adjustments; read and comprehend complex materials that may be technical in nature; make mathematical calculations with accuracy; conduct research and analysis as required of a variety of programs and projects; establish priorities and meet critical deadlines; interpret and apply local, state, and federal laws and regulations; communicate clearly and concisely both verbally and in writing; make public presentations; establish and maintain effective working relationships with those contacted in the course of the work; develop new policies and procedures, as necessary; assist in the development and administration of department budget; use personal computers and associated software; assign and review the work of assigned staff; maintain confidentiality of information; train new and/or temporary staff as required; exercise sound judgment within established guidelines; perform related work as required.

Special Requirements:

Eyesight sufficient to read data, memos, spreadsheets, vouchers, computer screens; manual dexterity to operate a Personal computer; ability to sit for extended periods; lift and carry objects weighing up to 20 pounds, stand, walk, bend, reach above and below shoulders; work occasional long hours.

Positions allocated to the Police Department will require a background investigation, which includes but is not limited to medical, polygraph, and psychological examinations.

A valid California driver's license with a satisfactory driving record.