



# CITY OF LAKEPORT

## ADMINISTRATIVE ANALYST

### Job Description

#### **DEFINITION**

Under general direction, performs a variety of the more complex analytical assignments and exercise special administrative responsibilities; to provide support for the functions, operations, and services of assigned department or division; to provide support for other city departments for special projects/assignments, as assigned; to provide administrative oversight for delegated programs and services; to perform specialized administrative assignments; to assist management staff with the development and monitoring of assigned department/division budgets; to prepare reports and presentations on a variety of issues; and to do related work as required.

#### **CLASS CHARACTERISTICS**

This is the fully experienced working level in the Administrative Specialist/Analyst series. Incumbents perform a variety of analytical, fiscal, and administrative assignments requiring considerable knowledge and background in city administrative analysis work. Incumbents may be assigned to special work areas as dictated by the needs of the city. The incumbent in this class will perform specialized assignments. Examples of this include providing major support in city labor negotiations, providing administrative oversight of delegated programs such as the housing program. This class is distinguished from Administrative Specialist II in that an Administrative Analyst performs a broader scope of fiscal management, analytical, and administrative work and works with a much greater level of independence.

#### **ESSENTIAL FUNCTIONS**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

Many of the assignments described below are performed in a training and learning capacity with an incumbent expected to continually develop the knowledge and ability to work on an increasingly independent basis.

Performs a variety of basic administrative and analytical assignments related to the staffing, budgeting, and implementation of city services and programs;

Participates in budget development, review, and monitoring for assigned city departments/divisions and programs; maintains department accounting records;

May provide support for other departments for special projects/assignments, as assigned;

Provides support for purchasing and development of proposal requests and bid packages; learns to develop and administer leases and contracts;

Serves on a variety of committees, as delegated;

Reviews proposed state and federal legislation, developing analyses of legislative impacts on city services, functions, and programs;

Participates in public information dissemination, economic development efforts, and other special projects, as assigned;

Prepares grant applications and assists in grant administration;

Performs special projects, gathering data and preparing a variety of reports, as assigned; organizes information for presentations;

Makes presentations, as directed, to a variety of groups, including the City Council; serves as a liaison with city departments, citizens groups, and community organizations;

Assists with preparing and implementing long-range plans and goals for the city, including infrastructure improvements;

Responds to citizen requests/complaints, referring them to other city management staff.

Perform related work as assigned.

## **QUALIFICATIONS GUIDELINES**

### **Education and/or Experience**

Four years of progressively responsible administrative work comparable to that of an Administrative Specialist II with the City of Lakeport.

Graduation from a four year college or university with a major in Public Administration, Accounting, Business Administration, Political Science, Communications, Education, English or a closely related field, preferred.

### **Knowledge, Skills, and Abilities**

Knowledge of the functions, organization, programs, and services of City of Lakeport government; research and information gathering techniques; project development, management, and coordination; research and evaluation methods; economic development programs; personnel, and employer-employee relation; personal computers and software applications related to city management and administration; financial accounting procedures and methods; grant writing procedures and grant management; and principles of supervision, training, and work evaluation.

Ability to provide supervision, training, and work evaluation, as assigned; perform a variety of complex and specialized analytical work related to planning, organizing, managing, coordinating, and supervising the functions and services of the city to achieve efficient operations and program goals; assist with preparation and administration of the city budget and overseeing fiscal controls; provide support for and assist with planning, organizing, and coordinating various administrative functions such as personnel, budget, marketing, redevelopment, economic development, labor negotiations, and labor relations; gather, organize, analyze, and present a variety of data and information; prepare clear, concise, and accurate records and reports; evaluate, formulate, and develop recommendations on improvements to city operations, programs, and services; provide advice and consultation to the city management on the development of ordinances, regulations, programs, and policies; communicate well during public presentations; effectively represent the city's policies, programs, and services with the public, community organizations, city staff, and other government agencies; regularly work well under pressure, meeting multiple and sometimes conflicting deadlines and demonstrate cooperative behavior with colleagues, supervisors, and customers/clients.

### **Special Requirements**

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record, may be required for some assignments.

Receive satisfactory results from a background investigation, physical examination, and administrative screening which meet the established qualification standards.

**PHYSICAL PROFILE:**

CATEGORY I - LIGHT PHYSICAL EFFORT

DEFINITION

Positions in this category require normal physical abilities associated with the ability to read, write and communicate in a work environment requiring no extraordinary physical strength or special physical qualifications.

CHARACTERISTICS

Work assignments for this category are normally located in a work environment which has no unusual physical requirements or environmental conditions, unless separately identified. Positions in this category require only light physical effort while performing such functions as typing, writing, filing computing, operating light office equipment, interviewing, counseling, researching, planning, analyzing, and supervising. Positions allocated to this category are distinguished by a lack of duties involving strenuous activities. These positions seldom lift more than 20 pounds.

OTHER FACTORS

Reaching: Reaching above the shoulders to place and/or retrieve objects.

Sitting: Ability to sit with little movement for prolonged periods of time (Usually a minimum of two or more hours per day).

Distant Vision, Acceptable for Driving: Not less than 20/40 in each eye without correction or must correct to 20/40 in each eye and wear corrective lenses whenever driving

CLASS RANGE NO.	41
FLSA	Non-Exempt
ADOPTION DATE	6/1/2021
REVISION DATE	
APPROVED BY:	