



CITY OF LEMON GROVE

Class Title: Administrative Analyst
Department: City Manager's Office

GENERAL PURPOSE

Under general administrative direction of the City Manager and his/her designee, provide the City Manager, Finance Department and Human Resources Department with skilled support in a wide variety of complex administrative and analytical duties; participate in special projects and assigned programs; and provide information and assistance regarding assigned programs and services to the public and other departments; and perform other related duties as required.

SUPERVISION RECEIVED AND RESPONSIBILITIES

This position receives general direction from the City Manager and his/her designee.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepare comprehensive and technical documents pertaining to assigned area of responsibility; compile and interpret statistical data through surveys and data collection to support analysis; interpret complex written information; make recommendations as appropriate; prepare and present analytical reports as directed;
- Participate in special research projects including feasibility analysis of programs and services and research funding mechanisms for improving organizational and budgetary effectiveness;
- Research potential grant opportunities and coordinate with appropriate staff for application; prepare and submit grant applications; track progress of grant submissions; monitor grant budgets and expenditures to ensure compliance with State and Federal guidelines; work with departments to manage grants to ensure deadlines and reporting requirements are met;
- Provide administrative support in the Human Resources Department, including updating policies, handling confidential assignments, maintaining files, and preparing compliance reports;
- Maintain City's website, coordinate with the City departments to update and publish upcoming events;
- Interact with the public in gathering information, organizing projects and working with citizen groups;
- Participate in the development and implementation of goals, objectives, policies, and priorities for the organization;
- Participate in the administration of the budget, collect and analyze financial data, review and analyze budget requests;
- Prepare, edit and review staff reports going to City Council;
- Plan, coordinate, and participate in a variety of special projects and project management; make oral presentations; develop proposals and forecasts as assigned;

- Develop basic computer reporting files, including databases and spreadsheets; design and/or maintain a records management system that includes computer data files as well as a traditional file system to ensure dependable reference and historical documentation;
- Assist in the development of policies, guidelines, systems, procedures, monitoring and reporting for the organization; maintain a thorough understanding of the City's policies and procedures; make recommendations as appropriate;
- Perform related duties and responsibilities as required.

EDUCATION AND EXPERIENCE

Any combination of education, training and experience that clearly demonstrates possession of the knowledge and abilities needed to perform the typical duties listed above. A typical way to obtain the knowledge and abilities would be:

- Equivalent to a Bachelors degree from an accredited college or university with a major course work in public administration, business administration or a related field; and
- Four years of increasingly responsible administrative and analytical experience preferably within a local government environment.

LICENSES AND CERTIFICATION

Possession of a valid Class C California driver's license

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles and practices of public administration;
- Principles and practices of budget administration;
- Principles and practices of program development;
- Principles and procedures of financial record keeping and reporting;
- Methods of research, program analysis, and report preparation;
- Modern office procedures, methods and computer equipment;
- Operations, services and activities of assigned program area;
- Public relations techniques.

Ability to:

- Perform complex administrative and analytical activities for assigned programs,
- Independently perform difficult administrative and analytical activities in the area of work assigned,
- Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative,
- Work independently and manage multiple projects simultaneously,
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals,
- Interpret, apply and explain policies and procedures of assigned area,
- Research, analyze, and evaluate programs, policies and procedures,
- Prepare clear and concise reports,
- Independently prepare correspondence and memoranda,
- Communicate clearly and concisely, both orally and in writing,

- Establish and maintain cooperative working relations with those contacted in the course of work,
- Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties; and
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet and database software including Office 2000, office telephone, digital camera, microfiche, television, video cassette recorder, 10-key calculator, facsimile, copier, and postage machine.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Physical Demands

Requires frequent lifting, pulling, and/or pushing objects that are 20 pounds. Required to work at a computer for prolonged periods while generating reports and documents. Frequently required to sit, stand, reach, lean, twist, turn, bend and kneel, use hands to finger, handle, grasp, feel or operate objects, sit for prolonged periods of time. Hear and speak to contractors, the general public and City staff on the telephone and in person. Read documents, plans, specifications, reports, contracts, correspondence, memoranda, and other records. Requires vision (which may be corrected) to read small print often found on construction blueprints and other documents. Operate a multitude of office equipment.

Work Environment

- Office environment that can be fast paced; and
- Travel from site to site; use of personal vehicle may be required.

GUIDELINES

The duties listed above are intended only as illustrations of the various types of work that may be performed. The list may not include all required duties. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved by Lemon Grove City Council: