

PRINCIPAL ADMINISTRATIVE ANALYST

Job Summary:

Under general direction, performs varied and complex professional and confidential administrative analyses; plans and directs the functions of programs in support of a city council authorized committee, commission or board; conducts administrative studies and analysis or operations in order to solve problems of budget, organization, program, procedure, manpower utilization, leases, capital projects or equipment; acts as staff to the City Manager or a General Manager and authorized committees, commissions or boards.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change, or rescind related duties and work assignments.)

1. Performs administrative duties in support of city management staff.
2. Supervises, directs and evaluates the work and performance of professional, technical, administrative and/or clerical staff; trains staff and recommends disciplinary action when appropriate.
3. Prepares, monitors and administers the division or workgroup budget.
4. Staffs committee(s), commission(s), or board(s).
5. Serves as liaison with other agencies, the public, and various City departments on behalf of committee(s) to obtain information or resolve problem of implementing committee(s) programs; staffs committee(s), commission(s) or board(s).
6. Researches, analyzes data, and prepares recommendations in written or oral form to the City Manager or General Manager.
7. If the position is in the City Manager's office, oversee and manage City Council Agenda including writing staff reports, as requested by City Manager Office, and/or Department
8. If the position is in the City Manager's Office, manage legislative responses and maintain contacts; work on development of legislation, as requested and required.
- ~~7-9.~~ Plans and/or organizes complex administrative or management studies.
- ~~8-10.~~ Identifies issues, determines analytical approaches, evaluates alternatives, recommends procedures and provides equipment/ cost analyses.
- ~~9-11.~~ Represents the City at public functions.
- ~~10-12.~~ Disseminates information to the public on behalf of the City in situations requiring judgment and tact; represents the City Manager or General Manager in meetings.
- ~~11-13.~~ Prepares official correspondence.
- ~~12-14.~~ Conducts studies of organizational functions related to productivity, budget and financial analysis, as well as to research project costs of new programs.
- ~~13-15.~~ Provides administrative solutions requiring knowledge of records management, forms control, systems and procedures analysis and statistical analysis.
- ~~14-16.~~ Performs studies to ascertain the efficiency, economy, and effectiveness of departmental operations, policies and procedures.
- ~~15-17.~~ Implements change resulting from studies.
18. If the position is in the City Manager's Office, update SMPs as requested and required
- ~~16-19.~~ Writes procedural manuals or instructions.
- ~~17-20.~~ Prepares written communications regarding City programs, policies or activities for public dissemination.

- | ~~18-21.~~ Works with departments and officials on administration problems; develops plans and programs.
- | ~~19-22.~~ Writes RFPs and/or RFQs for programs or professional services.
- 20. Contract compliance administration.
- 21. Writes and administers grants.
- 22. Evaluates impact of new or revised programs and their compliance objectives.
- | 23. Performs **Special Projects and** related duties as required.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and/or Experience:

Bachelor's degree in an occupationally related field and four (4) years full-time paid experience in a staff capacity analyzing and making recommendations for the solution of problems of organization, systems and procedures, program, budget or personnel including two (2) years in a lead or supervisory capacity. Completion of a Master's degree program is preferred. Experience and/or education in a related field may be substituted on a year for year basis.

Knowledge of:

- Research and analytical methods.
- Statistical methods and procedures.
- Methods of report presentation.
- Budgeting practices.
- Purchasing practices.
- Personnel principles.
- Office Management practices, procedures and safety.
- Organizational Theory.
- Cost Analysis.
- Public Administration.
- Supervision techniques.

Skill and/or Ability to:

- Ability to compile, analyze and evaluate complex administrative and sensitive information.
- Plan, organize, direct and evaluate programs.
- Communicate effectively, orally and in writing.
- Evaluate the work of others.
- Meet approved minimal physical and medical standards.
- Establish and maintain effective working relationships with others.
- Legally operate a motor vehicle in the State of California.
- Operate computers and related software.
- Manage multiple priorities and meet deadlines.

License:

Possession of a valid California Class C driver's license. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record.

Physical Requirements and Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require vision (which may be corrected) to read small print.
- Perform work which is primarily sedentary.
- May be required to use personal vehicle in the course of employment.
- Is subject to inside and outside environmental conditions.
- May be required to attend periodic evening meetings and/or to travel within and out of City boundaries to attend meetings.
- May be required to work evenings or weekends.