

ADMINISTRATIVE/PROGRAM ANALYST II

DEFINITION

The Administrative/Program Analyst II position is distinguished from the Program Analyst I by level of authority and responsibilities; the ongoing independent responsibility for one or more administrative or analytical processes and the expended independent responsibility of making recommendations regarding the design and changes to program and/or administrative functions. The Administrative/Program Analyst II will be responsible for activities performance and expenditure milestones for all grants including housing, economic development, planning technical assistance, and public service activities. Will assist with administration of the Enterprise Zone, Recycling Market Development Zone programs; as well as assist with the administration of grant funding acquired for other City Departments and/or Agencies including but not limited to Planning Technical Assistance Grant and Community Service Activities. In addition, the Administrative/Program Analyst II will be responsible for administer various programs related to housing and economic development, public service, and planning grants. The Administrative/Program Analyst II will independently perform highly complex professional and responsible technical, administrative, and analytical work related to Business Assistance and Housing Development Programs and Projects; and will perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receive general direction from the Director of Business Assistance and Housing Development and/or Management Analyst III.

EXAMPLES OF ESSENTIAL FUNCTIONS - *Essential functions may include, but are not limited to, the following:*

Review and analyze departmental budgets; develop recommendations pertaining to acceptability of proposed budgets; review budgets with City Council as requested; Conduct follow-up budget analysis when transfers are necessary.

Conduct administrative studies on workload and quality, equipment needs, and organizational structure.

Gather, tabulate, and analyze data and information, develop recommendations, prepare reports, prepare and manage contracts.

Participate in obtaining outside services and products through the writing a Request for Proposal (RFP) and Bid request; identifying the participants, consultants, and/or vendors, evaluate proposals and recommend participant, consultant, vender, and contract and/or bid award.

Assist in the recommendation, formation, and implementation of department program guidelines for all programs and grant related activities.

Identify and seek funding sources, including grant application writing, for program activities, and assist with developing and designing programs, projects, and activities. Develop federal and state grant applications and administers grants. Research and seek additional grant funding for the City of Oroville.

Supervise, evaluate, and assign the work of subordinate personnel (clerical staff). Evaluate employee job performance and initiate recognition and disciplinary procedures where appropriate (clerical staff).

Responsible for the maintenance of files, records, guidelines and manuals; update and keep resource materials current as required.

Independently responds to letters and general correspondence of a routine nature.

Assist with the planning, coordination, evaluation and implementation of all community development programs and activities.

Administer program and/or project activities, including but not limited to housing, economic development, community service, program income activities, planning activities, etc.

Review, interpret, implement program and legal guidelines and regulations as required to insure compliance and formulate recommendations and implementation strategies and any required modifications.

Responsible for reviewing for accuracy and compliance with program loan documents related to all housing and economic development program activities.

Facilitate and oversee the preparation of quarterly, annual, semi-annual, final and close-out reports for all grant related activities.

Assist with the completion of the Redevelopment Agency Housing Set-Aside annual HCD report. Track applicable timeline related to the Redevelopment Agency Five Year Implementation Plan update and semi-annual public hearing requirements.

Assist with the administration of the Enterprise Zone and Recycling Market Development Zone.

Market and promote all project and program activities to comply with performance and expenditure milestones.

Responsible for prevailing wage labor compliance monitoring.

Responsible for portfolio management including loan payoffs, loan subordination, property insurance, loan payments, bankruptcies, and foreclosure for all loan activities.

Represent the department at various City, civic, and community meetings as needed.

Keep abreast of new trends, legislation, developments and changes in applicable state and federal grant and service providers.

Possess the ability and willingness to foster team environment within the Business Assistance and Housing Development Department and the City of Oroville.

Responsible for carrying out the goals and objectives of the department and the City of Oroville and adhere to organizational values.

Perform general administrative and clerical work as needed, including but not limited to preparing reports and correspondence, entering computer data and preparing spreadsheet, and computer-generated reports, maintaining files, completing and processing forms, copying and filing documents, sending and receiving faxes, preparing mass mailings, answering the telephone, etc.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Education:

Bachelor's Degree in public or business administration, political science, statistics, or related fields from an accredited college or university.

Experience:

Three years of professional level experience performing administrative, management, personnel or fiscal analysis.

OR

Any combination of education and experience, is qualifying, if it would provide the required knowledge and abilities for the position.

Knowledge of:

Principles, practices, and functions of government, agencies, and organizations.

Principles and methods of conducting research studies.

Principles and practices of budgeting, organization, and staffing.

Principles, practices, and current trends of public administration.

Computer and data processing.

Skills/Ability to:

Interpret and explain laws, rules, regulations, and procedures.

Analyze and evaluate data and information and present ideas effectively both orally and in writing.

Organize and conduct research studies.

Analyze and interpret proposed budgets and develop alternative proposals.

Develop and control budgets.

Conduct organization, staffing, and work organization studies and develop proposals.

Work cooperatively with those contacted in the course of work.

Write clear, concise correspondence, records and reports.

Additional Requirements:

Possession of a valid California Class "C" driver's license.

TYPICAL WORKING CONDITIONS

Regular focus on a computer screen. Daily precise control of fingers and hand movements. Daily standing for prolonged periods. Weekly dealing with distraught or difficult individual. Occasional attendance at meetings or activities outside of normal working hours. Occasional operation of a motor vehicle on public roads.

TYPICAL PHYSICAL REQUIREMENTS

Requires the mobility to work in an office environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; use hands to finger, handle or feel objects, tools or controls; lift and/or move objects and materials of up to 25 pounds in weight. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard

to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.