

**ADMINISTRATIVE ANALYST**

**DEFINITION**

To perform technical analytical work in administrative and management proposals, practices, and problems; to develop recommendations and write reports; and to perform related duties as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from departmental management.

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

Reviews and analyzes departmental budgets.

Develops recommendations pertaining to acceptability of proposed budgets.

Reviews budgets with City Council as requested.

Conducts follow-up budget analyses when transfers are necessary.

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

Gathers, tabulates, and analyzes data and information, develops recommendations, and prepares reports.

Performs a variety of advanced clerical duties for staff, outside agencies, or departments.

Plan, organize and supervise the implementation of various programs.

Prepares Requests for Proposals (RFP).

Prepares and manages contracts and other reports.

Identify and seek funding sources, including grant application writing, for program activities.

Develops federal and state grant applications and administers grants. Research and seek additional grant funding for the City of Oroville.

Keeps current on program related issues.

May supervise the work of clerical staff.

Performs 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:**

One year 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 City 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.

Computers 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.

Writes 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.**