

## **SENIOR ADMINISTRATIVE ANALYST**

### **DEFINITION**

Under general direction, to perform a wide variety of administrative and analytical support duties, generally for a deputy department head or higher; to direct and manage assigned special projects and programs such as the County's economic development, community development, contracts and grants administration, financial analysis and budget development, human resources, community engagement and/or dealing with housing issues; to coordinate activities and input on assigned projects from County management, staff, the community, and other organizations; to provide professional support in other assignments as needed to meet the mission of the organization; and, may provide direct and/or indirect supervision to lower level personnel. The work mainly involves the gathering, interpretation, and development of options, making recommendations, and reporting data dealing with complex problems, and includes those programs that deal with financial analysis and accounting, community/business involvement/outreach, human resources, program management, and surveys/studies.

### **DISTINGUISHING CHARACTERISTICS**

Senior Administrative Analyst is the expert level in the series that is responsible for those highly technical assignments requiring focused experience in a specialized subject area, rather than general municipal administration and analytical support. Incumbents in these positions are assigned significant responsibilities at the expert level that require, depending upon the area assigned, highly specialized knowledge, skills, experience, and the ability to exercise independent judgment in the performance of their duties. This classification is distinguished from Administrative Analyst II in that it performs higher-level, complex administrative and analytical work with a very high degree of independence and responsibility and/or supervises more than three lower level employees.

The evaluation of the most difficult and complex duties is directly related to department size and complexity. The most complex and larger departments are characterized by:

- ◆ A separate administrative division of several staff members engaged in technical accounting, personnel, contract management, customer service, and/or clerical/ administrative support.
- ◆ A complex budget involving numerous contract, revenue, and expenditure accounts; and separate budget funding such as enterprise funds, capital improvement funds, and federal and state fiscal interfaces, which require both County and non-County budget and fiscal work.
- ◆ Interaction with other major governmental or private entities that is frequent and ongoing, and directly impacts the County.
- ◆ An exception to the larger/more complex department criteria is for when the work of a smaller department's Analyst is complex/difficult and has significant County-wide implications.

On the other hand, less complex, smaller departments where the Senior level is not appropriately allocated are characterized by:

- ◆ An administrative unit of fewer positions with three or less direct reports.
- ◆ A budget involving fewer contract, revenue and expenditure accounts, and which requires little if any non-County budget and fiscal work.
- ◆ Interaction with other governmental or private entities is limited and impacts only the department or has only limited County-wide impact.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the appropriate department head and/or deputy director.

May exercise supervision over assigned staff.

### **EXAMPLES OF ESSENTIAL FUNCTIONS**

Duties may include, but are not limited to, the following:

Performs a variety of administrative and analytical support functions for upper management or on a County-wide basis, including developing administrative policies and procedures and reviewing pending and adopted legislation at the federal, state, and local levels.

Represents the department in management, fiscal, program, and personnel matters to the Board of Supervisors, County Administrator's Office, Human Resources/Risk Management, and other departments, agencies, boards, commissions, and offices.

Represents the department on committees and task forces for the development, scheduling, implementation, and monitoring of programs and projects that impact several or all County divisions/departments, and/or that require coordination between the County and other public and private entities.

Implements and administers various programs and projects for upper management and handles specialized projects that include economic development support, human resources, financial analysis and budget development/monitoring, grants and contracts management/administration, housing, records management, etc.; provides input and feedback on programs.

Prepares, directs, and participates in the preparation of the department's annual budget, including analysis and estimates of expenditures; analysis and projections of revenue; review of intra-department requests and sub-budgets; recommendations on allocations of funds and personnel; review and consultation with department management staff; review with the County Administrator's staff; final budget preparation; and presentation to the Board of Supervisors.

Analyzes and evaluates requests from department personnel for changes in budget allocations throughout the fiscal year in such areas as staffing levels, facilities, systems, and equipment; coordinates and consults with other department personnel and other departments; makes recommendations; and obtains final approval for changes.

Leads, coordinates, and manages civic engagement activities and projects; conducts outreach and develops surveys and/or other methods of getting community and/or business input; summarizes and reports results.

Works with state and federal agencies to obtain project funding or for funding accountability and compliance.

Selects, supervises, trains, disciplines, and evaluates assigned staff.

Prepares applications for financing, tax credits, and grants; administers federal and state grant programs, such as CDBG.

Researches, compiles, and analyzes information from various sources; prepares and reports recommendations; makes presentations to upper management and the Board of Supervisors.

Interprets, explains, and often develops County policies and standards for management, employees, members of the public, and/or the business community.

Oversees and participates in financial analysis and budget development; performs a wide variety of accountable, professional, administrative staff assignments; will administer a wide variety of interdepartmental and County-wide financial and accounting projects, processes, and programs including budget implementation, coordination, revision, review, evaluation and monitoring; creates complex financial forecasts and analyses; prepares for and participates in outside audits; monitors and provides enterprise funds analysis and financial forecasts, and organizes and prepares Board reports.

Coordinates, monitors and directs the acquisition, allocation, and use of equipment, supplies, telecommunication systems, office and facility space, records storage and retrieval systems, and forms; conducts research and develops procedures to improve efficiency and cost-effectiveness; and monitors expenditures.

Directs the work activities of subordinates; prioritizes and coordinates work assignments and reviews work for accuracy.

Conducts training needs assessment at an organizational level to obtain information to determine training programs/subjects needed for all levels of employees; develops and conducts workshops and training sessions on a variety of topics.

Coordinates, collaborates, and works closely with upper management on assigned projects; provides input and feedback as appropriate.

Works closely with other County departments such as the Auditor's Office; collaborates with other agencies on cross-functional projects.

Establishes and maintains positive working relationships with representatives of community organizations, state and local agencies and associations, County management, staff, and the general public.

Performs related duties as assigned.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Advanced principles and practices of public administration.

Supervisory principles and practices.

Advanced principles and practices of local government accounting, municipal budgeting, financial analysis and forecasting.

Methods of research, program analysis, report preparation, and data analysis/statistics.

Public relations techniques.

Legislative processes of the local, state, and federal governments.

Practices, techniques, and procedures of grant writing and administration.

Advanced principles and practices of public personnel administration.

Principles and procedures of recordkeeping and records management.

Advanced principles and practices of program development and administration.

Contract negotiation, preparation and monitoring.

Modern office procedures, methods, and equipment, including computers.

Pertinent federal and state, and local laws, codes, and regulations.

Methods and techniques involved in conducting analytical studies of administrative and management practices, methods, and procedures.

Computer applications including common packages for spreadsheets, databases, word processing, and presentation software.

**Ability to:**

Organize and direct the work of more than three assigned staff.

Understand the organization and operation of County departments and of outside agencies as necessary to assume assigned responsibilities.

Interpret and apply complex administrative and departmental policies and procedures.

Analyze complex financial data, reports, studies, and financial records.

Work independently in the absence of supervision.

Perform responsible, complex, and difficult administrative work involving the use of independent judgment and personal initiative.

Research, analyze, and evaluate programs, policies, and procedures.

Write logical, comprehensive, concise reports and correspondence.

Prepare effective presentations of conclusions and recommendations.

Develop, interpret, apply, and/or explain County policies and procedures, federal, state, and local regulations and guidelines related to assigned area of responsibility, such as economic development.

Exercise tact, initiative, discretion, and good judgment within general policy and procedural and legal guidelines.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with County officials, managers and staff, developers, civic groups, various agency representatives, and the public.

Exemplify an effective customer service attitude with the public, officials, and co-workers.

**TYPICAL WORKING CONDITIONS**

Work is performed in a normal office environment.

**TYPICAL PHYSICAL REQUIREMENTS**

Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties: lift and/or move light weights; use hands

to finger, handle or feel objects, tools or controls. 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, and to see and read characters on a computer screen.

**MINIMUM QUALIFICATIONS**

**Experience:**

Two years of full-time experience equivalent to an Administrative Analyst II with Mariposa County;

– OR –

**Experience:**

Six years of increasingly responsible professional experience in economic development, grants programs, human resources, budget development, financial analysis, or other professional field as may be needed in a local government environment;

**AND**

**Education:**

A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, economics, human resources management, finance, planning, or a closely related field.

(**Note:** the specific type of education and experience required is dependent upon the position being recruited for.)

**Additional Requirements:**

Possession of a valid California driver's license. Under certain circumstances, the Human Resources Director may accept a valid driver's license from another State if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

**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.**