



City of Larkspur Administrative Analyst I Administrative Analyst II

DEFINITION

Under general direction from departmental managers, performs a variety of responsible and complex administrative staff duties, including fiscal research and analysis and project tracking.

DISTINGUISHING CHARACTERISTICS

The focus of this position is on providing a broad range of highly responsible administrative support to the assigned department, tracking and managing project, program, and department budgets; researching and analyzing a variety of data; and assisting with the preparation and presentation of fiscal, policy or program reports, assessments and recommendations. The incumbent is expected to function independently and with minimal ongoing supervision.

Administrative Analyst I is the entry level class in the Administrative Analyst series. Positions at this level are not expected to function with the same amount of program knowledge or skill level as the Administrative Analyst II level and exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Administrative Analyst II is the journey-level class in the Administrative Analyst series. Positions at this level are distinguished from the Administrative Analyst I level by the performance of the range of duties as assigned, working independently, applying well developed knowledge, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Adequate performance at this level requires the knowledge of departmental or office procedures and precedents, and the ability to choose among alternatives in solving many problems. Work is normally reviewed only on completion and for overall results. Advancement from the I level to the II level is not automatic; such advancement is contingent on the availability of allocated positions, department needs, and possession of required skills.

SUPERVISION RECEIVED AND EXERCISED

The Administrative Analyst reports to an assigned departmental manager or managers. There are no direct reports, although the incumbent may provide technical direction or training to other

administrative support staff, volunteers, and/or interns as needed. The Administrative Analyst II may provide technical direction to other professional staff on projects as appropriate.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(Include but are not limited to the following :)*

- Conduct analytical studies of administrative and operational activities including fiscal operations, budget preparation and control, equipment usage, staffing patterns, work flow, space utilization, office automation, facilities, contract, and personnel management.
- Design data collection systems; collects and analyzes data from a variety of sources including departmental and external records, reports, documents, informational surveys, and contracts; develop and present written and verbal reports and recommendations for appropriate action based on an analysis of gathered data.
- Develop and implement changes in administrative and/or operational process and paperwork for assigned programs in response to federal or state regulatory requirements.
- Develop and produce a variety of forms, reports, data collection and analysis spreadsheets and other documents related to programs.
- Participate in the training of clerical personnel and may provide work direction to others.
- Educate other city staff, city council, community representatives, and citizens.
- Compute, verify, track and maintain budget records as assigned.
- Assist with budget preparation, expenditure and revenue tracking, and project and funding audits, verify and reconcile requisitions, invoices, schedules, funding and reimbursement requests and other accounting documents and records.
- Prepare data and perform data entry of accounting information; may perform standard accounting procedures within prescribed guidelines; may assist in the development of fiscal procedures and guidelines.
- May develop and/or produce standardized or automated reports and forms and verify accuracy.
- May be responsible for management of specific programs.
- Perform a range of general clerical and office management tasks, including typing, maintaining files, copying and answering the telephone.
- Participate in the collection, processing and tracking of internal and external service requests from the initial request through to resolution.
- Perform related duties as required.

In addition, Administrative Analyst II incumbents also:

- Identify needs for consultant and/ or contractor assistance.
- Develop and administer Request for Qualifications and Request for Proposals to address the City's consultant/ contractor needs.
- Oversee the work of contractors and consultants.
- Represents the City in meetings and events and serves as liaison with a variety of public agencies, community groups, and organizations.
- Assist with intergovernmental relations, including public policy research and analysis;

conducts special research projects, including gathering, compiling, and analyzing information to provide recommendations and alternative courses of action.

- Coordinate the preparation of a wide variety of reports and presentations to the City Council, Commissions, staff, and outside organizations.
- Identify grant opportunities, prepare grant proposals, and monitor grant activities to ensure compliance with stipulations and reporting requirements;
- Oversee and facilitates stakeholder and community outreach assignments related to assigned projects

REQUIREMENTS

Knowledge of

- Standard office practices and administrative procedures, including records management and the operations of standard office equipment including PC and related software.
- Policies, objectives and funding of municipal operations and programs including federal and state rules pertaining to public contracting and procurement of services.
- Practices and techniques of administrative and financial record keeping and report preparation.
- Research methods, basis statistical and data analysis techniques.
- Effective oral and written communications methods.
- Correct English usage, spelling, punctuation and grammar.
- Principles of training and work direction.
- Standard procedures and guidelines for assigned accounting tasks.

Skill and Ability to

- Develop and maintain recordkeeping systems and procedures.
- Gather and analyze data, compile information, and prepare reports.
- Learn and utilize new technology.
- Communicate effectively with co-workers and customers.
- Understand and apply policies and procedures, and to adhere to program standards and objectives.
- Organize own work, setting priorities and meeting critical deadlines.
- Make effective decisions and judgments.
- Use of a range of office software, including advanced use of word processing and spreadsheets, and general competence with databases, project management tools, and desktop publishing; and ability to perform data input quickly and accurately.
- Competently apply mathematical knowledge and make accurate calculations, including such concepts such as means, medians, percentages, ratios and proportions to practical situations.
- Read, analyze, and interpret general business policies and governmental regulations in order to resolve specific situations appropriately.
- Write reports, business correspondence, and procedure manuals.
- Effectively organize and present detailed information clearly and concisely in written or oral form, and to respond to questions from managers, officials and the general public.

- Establish and maintain effective working relationships with others.
- Identify and work cooperatively alongside stakeholders including residents, other City departments, and other agencies in implementing programs and policies.
- Provide outstanding customer service in person or by phone or email or other means.
- Interpret and effectively apply a variety of instructions furnished in written, oral, diagram, or schedule form.

In addition to the above abilities, Administrative Analyst II incumbents also have the skill and ability to:

- Evaluate and develop improvements in operations, procedures, policies, and methods.
- Perform administrative duties with minimal supervision.
- Effectively administer a variety of programs, functions, and administrative activities.
- Independently manage time effectively, adjust to changing priorities quickly, and meet deadlines in a fast paced and fluid work environment.

EDUCATION AND/OR EXPERIENCE

Sufficient experience and education related to project, budget and/or office administration to demonstrate the knowledge and skills listed and to perform the essential duties is required. A typical way of obtaining the required qualifications is:

Administrative Analyst I: Equivalent to a Bachelor's Degree in Accounting, Public or Business Administration or related field, and at least two (2) years of progressively responsible experience in general office administration activities, accounting, fiscal/budgetary analysis, or personnel administration which involved research, analysis and the preparation of written reports and recommendations. Experience performing such work in a public sector environment is highly desirable. Additional experience may be substituted for the required education on a year for year basis.

Administrative Analyst II: Equivalent to a Bachelor's Degree in Accounting, Public or Business Administration or related field, and at least five (5) of progressively responsible experience in general office administration activities, accounting, fiscal/budgetary analysis, or personnel administration which involved research, of which two (2) of these years requires demonstrated successful time management and project management skills and abilities and demonstrated success in public administration work including performing policy, community outreach, or program work requiring analysis and interpretation of data.

PHYSICAL WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Position requires prolonged sitting, standing, walking, kneeling, squatting and stooping in the performance of daily activities. The employee will occasionally be required to climb or balance or crawl.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. While performing the duties of this job, the employee is regularly exposed to video display terminals.
- Repetitive hand movement and fine coordination in data entry and preparing reports using a computer keyboard for extensive periods of time are required.
- Acute hearing and understandable speech is required when providing phone and personal service.
- The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 35 pounds.
- While performing the duties of this job, the employee regularly works in an indoor office environment. The noise level in the work environment is usually quiet.

OTHER:

FLSA Status: Non-exempt
Bargaining Unit: Larkspur Miscellaneous Employees Association
Approved by: City Manager Dan Schwarz
Date: May 15, 2019