

ADMINISTRATIVE ANALYST

(Full-time, non-exempt, represented by SEIU 1021)

ESSENTIAL FUNCTIONS:

TYPICAL DUTIES

The following duties are normal for this position but should not be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Assist in preparation and review of operating, annual and capital improvement budgets.
- Assist in long range budget forecasting by utilizing spreadsheet software.
- Review and reconcile monthly expenses accounts.
- Seek grant funding opportunities, coordinate needs assessment with affected operations staff, prepare grant applications.
- Coordination of Planning Department activities, including serving as Planning Secretary
- Assist in coordination of ARSA activities, including serving as ARSA Secretary .
- Investigate, analyze, develop and prepare special studies or projects as requested.
- Collect data for and prepare monthly activity reports as requested.
- Research special issues, problems, and procedures; prepare various written and oral reports for the City Manager and/or ARSA General Manager regarding special projects, problems and requests.
- Submit reports and recommendations for effective adjustment and implementation.
- Coordinate and submit recommendations for purchasing requests based upon need assessment and research activities.
- Alert City Manager and/or ARSA Manager to problems detected in department budget related to planned programs, projects or expenditures.
- Communicate with Finance and purchasing to maintain current data.
- Assist in ARSA audits, become familiar with audit requirements and maintenance of records.
- May supervise technical or clerical staff.
- Perform related duties as assigned.

JOB REQUIREMENTS

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The incumbent must have proficient knowledge in the following areas:

- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.
- Principles and practices of budgeting accounting in a municipal government.
- Principles and practices of special district clerk and/or city clerk duties
- Modern office procedures, methods and computer equipment and word processing and software applications.
- Principles and procedures of financial record keeping and reporting.

- Technical report writing procedures and grant proposal development.

Skills

The incumbent must demonstrate the following skills:

- Learn the process and structure of the City of Sutter Creek and ARSA.
- Learn pertinent federal, state and local laws, codes and regulations.
- Analyze problems; identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Analyze facts and make sound recommendations.
- Prepare completed staff work for oral and written communications.
- Work with and control sensitive, confidential information.
- Estimate and project revenues and expenditures.
- Plan, initiate and complete work assignments with a minimum of direction.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative-working relationships in a team environment and with those contracted in the course work.
- Utilize word processing, spreadsheet and presentation computer software in an effective and efficient manner.

Personal Attributes

The incumbent must demonstrate the following personal attributes:

- Be honest and trustworthy
- Be respectful
- Possess cultural awareness and sensitivity
- Be flexible
- Demonstrate sound work ethics

WORKING CONDITIONS

Physical Demands

Maintain the following physical abilities: see well enough to read instructions, read fine print, view computer screen, operate vehicles and equipment; hear well enough to converse on the telephone, on the radio and in person, assist customers and program supplies and equipment; use of hands and fingers for use of computer keyboard, copy machine, filing, writing, drive equipment and answering telephones; be able to lift equipment as necessary.

EDUCATION AND EXPERIENCE GUIDELINES

Qualifying for consideration in the selection process will be based on the description listed above under Knowledge, Skills, and Abilities, and a combination of the Education and Experience requirements described below.

Education:

High school diploma or equivalent required.

Experience: Minimum three years of experience performing similar duties.

Licenses/Certificates:

Possession of a valid California Class C driver's license, proof of insurance and satisfactory driving record is required.