

TITLE: ADMINISTRATIVE ANALYST

CODE: 11021

GENERAL DESCRIPTION:

This is responsible professional administrative work involving complex administrative duties and the coordination of assigned programs and projects.

Work involves responsibility for effective and efficient completion of programs and projects within an assigned Department and for maintaining information in confidence. Duties include analyzing information, compiling reports, and recommending improvements in procedures and programs within an assigned Department. This position also has the responsibility for making difficult administrative analyst technical decisions. This work requires that the employee have considerable knowledge, skill and ability in administrative techniques and practices.

SUPERVISION RECEIVED:

Works under the general supervision of a higher level staff member.

EXAMPLES OF DUTIES:

Analyzes, researches and monitors District programs, investments or budgeting needs and makes recommendations for action. Assists in establishing standards and procedures.

Provides administrative or financial support through assigned programs and projects. Compiles and records information as required. Performs complex computations, interprets charts, graphs, and tables.

Develops computerized financial tracking models and implements them within established software packages. May oversee lower level administrative and clerical classifications.

May monitor the management of District funds, assets, and other valuable effects and ensure that disbursements of funds conform to established procedures.

May coordinate financial programs, procedures and actions with banks, vendors, governmental agencies, and District staff.

Conducts investigations into assigned problems and researches information. Analyzes data and drafts conclusions and recommendations for reports and special projects.

Performs related work as required.

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KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of public administration principles and practices as applied to utility financial management programs.

Considerable knowledge of general office practices.

Considerable knowledge of the operations of standard office machines, a computer terminal and personal computer.

Good knowledge of the District budget process, accounting and purchasing procedures and inventory control methods.

Considerable ability in oral and written communications.

Considerable ability to follow oral and written instructions.

Good ability to team the operations of the assigned Department.

Considerable ability to establish effective working relationships with coworkers, vendors, consultants, contractors, and other governmental agencies.

QUALIFICATIONS:

A bachelor's degree from a recognized college or university in business or public administration, political science, the social sciences, or a related field, plus one year of progressively responsible experience in governmental or business administration to include experience with personal computers and related software or an equivalent combination of education and qualifying experience substituting on a year-for year basis.

SPECIAL REQUIREMENTS:

None.