

9540
9525 (NC)

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT

07/92
City Council

CLASSIFICATION SPECIFICATION

**TITLE: SENIOR ADMINISTRATIVE ANALYST
SENIOR ADMINISTRATIVE ANALYST (NON-CLASSIFIED)***

DEFINITION

Under administrative direction, to perform a variety of complex and difficult advanced professional, technical, administrative, and analytical duties; to serve as a management liaison to a board or council; to coordinate municipal policies, procedures, and services for a large division, small department, or a complex functional area of City government; and to perform other related duties as required. *Positions designated as Non-classified are exempt from the classified service. The incumbent shall be appointed "at-will" and serve at the pleasure of the City Manager.

REPORTS TO: Division Head or other higher level management staff as assigned.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey-level classification in the Administrative Series. The Senior Administrative Analyst class is distinguished from the Administrative Analyst classification by the difficulty and complexity of work performed; the coordination of activities for a large division or a complex functional area of City government; and the ability to supervise para-professional, technical, and clerical staff. This class is distinguished from the Administrative Services Manager classification by the absence of direct supervision of other professional level staff and the absence of managerial responsibilities for an Administrative Services Division. An incumbent in this class is expected to frequently and independently carry out general administrative assignments and refers to supervisory personnel only those matters which involve policy decisions, technical questions, and unusual public relations problems. Discretion is required in applying general goal and policy statements, and in resolving organizational and service delivery problems. Latitude is necessary in administering a complex and sensitive area of responsibility. Incumbents may have lead responsibility on a project basis and/or may supervise para-professional, technical, and clerical staff.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from a Division Head or other higher level management staff. May have lead responsibility on a project basis and/or direct supervision over para-professional, technical, and clerical staff.

EXAMPLES OF DUTIES

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

- Assist in the development of goals, objectives, policies, and procedures.
- Perform a variety of complex and difficult administrative studies in support of a large division, small department, or complex functional area of City government.
- Perform research and statistical analyses on administrative, fiscal, personnel, and operational problems.
- Gather and analyze data and make recommendations on the formulation of policy, and procedure, and staffing and organizational changes.
- Assist in and perform budget preparation, analysis, and administration; analyze and report on the budget status of various activities.
- Develop control and reporting procedures and forms; pre-audit purchase requisitions for budget authorization and availability of funds.

- Assist in the identification and recommendation of computer software and hardware needs, acquisition/ installation, application design and implementation, and computer operation and maintenance.
- Prepare grant proposals for various programs and projects of the department or division; interface with governmental agencies regarding requirements for obtaining funds and monitoring procedures; present proposals as required.
- Coordinate departmental or divisional personnel actions; define and assist in the resolution of work problems; assist in establishing work standards and operational objectives in assigned area of responsibility.
- Assist in the coordination of audits related to departmental, divisional, or program operation and services; explain procedures to auditors and serves as reference for questions.
- Review, interpret, and analyze new and proposed legislation; determine effect of legislation on operations and programs of the organization served; advise superiors of findings; take appropriate action in order to ensure compliance with existing rules and regulations; propose legislation on own initiative or upon request.
- Serve as a management liaison to a board and/or council; coordinate agenda preparation; attend board and council meetings; participate in agenda review conferences; prepare board and council agenda reports; coordinate special projects and requests, as assigned.
- Represent the City in the community and at professional meetings as required.
- Supervise and train assigned para-professional, technical, and clerical staff, as assigned.
- Coordinate various activities and programs in assigned area of responsibility with other city departments and divisions, governmental agencies, and private entities.
- Coordinate public relations involving the community; coordinate council/constituent complaint processing; oversee resolution of complaints; apprise appropriate staff regarding complaint disposition.
- Respond to requests for information.

QUALIFICATIONS

Knowledge of:

- Federal, state, and local government organization.
- Applicable federal, state, and local laws, rules, and policies regarding local government operations.
- Principles and practices of administration including program monitoring, personnel policy, project measurement and control administration.
- Principles of supervision.
- Research methods and techniques, statistical and work measurements, and standards development and implementation, and report presentation.
- Personal computer operation and applications including word processing, data-base, and spread sheets.

Ability to:

- Analyze organizational and administrative problems and recommend and implement an effective course of action.
- Conduct analytical studies and prepare analytical reports of both policy and administrative matters.
- Organize workload to ensure responsibilities are carried out in a timely manner.

- Supervise, train, and evaluate para-professional, technical, and clerical personnel.
- Interpret specific rules, laws and policies and apply them in a variety of procedural situations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective and cooperative working relationships with department managers and supervisors, co-workers, and the general public.
- Coordinate activities with other divisions and City departments.
- Operate personal computer and applicable software programs.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: The equivalent to a Bachelor's Degree from an accredited college or university with major work in public or business administration or a closely related field. Two years of professional experience may be substituted for two years of the required education on a year for year basis.

Experience: A range of 3-5 years of professional administrative experience. A Master's degree may be substituted for one year of the required experience.

MEDICAL CATEGORY: Group 1

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Senior Administrative Analyst

TO: Administrative Services Manager