

CITY OF MILPITAS
Effective: 8-14-92
Revision: 9-03
EEOC: Professional
FLSA: Exempt
Unit: Mid-Mgmt/
Confidential
Physical: 1

SENIOR ADMINISTRATIVE ANALYST

DEFINITION

To perform professional administrative work in a variety of program areas. To manage, coordinate and oversee assigned programs including the development and implementation of program policies and procedures, the development and administration of program budgets, the negotiation and administration of contracts, the preparation of grant proposals, and the preparation of reports and recommendations; to provide employee and/or public information and education regarding assigned programs; to provide staff support to City commissions and committees as assigned; to act as the City's representative to community advisory bodies involved with assigned program areas; to supervise assigned staff; to conduct research and prepare reports on special projects as assigned; and to perform related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class of the Administrative Analyst series, and is distinguished from the Administrative Analyst by the performance of the more complex duties assigned to positions in this series. Positions assigned to this classification assume lead responsibilities within a work unit including assigning and monitoring the work of assigned staff. Special assignments and projects requiring independence in judgment and advanced technical and research capabilities are likewise assigned to positions at this level.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Assistant City Manager.

Exercises direction over assigned staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Perform a variety of responsible and technical administrative and analytical assignments.

Assist in formulating program policies, goals and procedures; collect and compile relevant data supporting recommendations.

Develop and administer program budgets.

Conduct surveys and perform research and statistical analyses as required; prepare related reports.

Monitor, analyze and report on the effects of legislation and judicial actions on assigned program areas of responsibility.

Analyzes issues and prepare reports for submission to the City Council.

Develop and disseminate employee and /or public information regarding assigned programs.

Develop and maintain a data tracking system to monitor the City's progress in complying with Federal, State and local laws and regulations relative to assigned programs.

Provide staff support to assigned commissions and committees.

Serve as the City's program representative to various business, community, and special interest groups.

Administer various contracts including coordination and participation in contract negotiations, rate setting, and monitoring contract compliance and performance.

Coordinate program activities with other City departmental programs, projects, and procedures.

Coordinate the implementation of assigned programs, policies, and projects.

Assist in the development of new program elements and program modifications as necessary to meet stated goals and objectives of assigned program responsibilities.

Monitor and coordinate the daily operation of assigned program area; perform administrative detail work and maintain appropriate records and statistics.

Monitor progress and evaluate work measurement data of various City programs pertaining to area of responsibility.

Exercise direction over assigned staff.

Input and retrieve data from a computer system.

Participate in special projects as assigned.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of public administration.

Principles of local government organization and administration.

Federal, State, and local laws and regulations applicable to assigned programs.

Statistical concepts and methods.

Principles and practices of supervision.

Principles and practices of training methods and concepts.

Principles and practices of budgeting analysis.

Ability to:

Learn, interpret, and implement applicable Federal, State and local laws regulations relative to program areas of responsibility.

Communicate clearly, concisely and effectively, both orally and in writing.

Collect, compile, and analyze information and data.

Negotiate and administer contracts.

Establish and maintain effective working relationships with the City Council, staff, and business, community and special interest groups, and with the general public.

Supervise, train, and evaluate assigned staff.

Operate a personal computer as assigned.

EXPERIENCE AND EDUCATION

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:

Experience:

Three years of increasingly responsible administrative or analytical experience in an operating or staff agency in business or government comparable to that of an Administrative Analyst II with the City of Milpitas.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, political science, business administration, urban planning, regional planning, or a closely related field.

License or Certificate

Possession of or ability to obtain and maintain an appropriate valid California Driver's License.

Approved by:

City Manager