

**City of San Rafael
Job Class Specification**

Job Title: Administrative Analyst

SUMMARY

Under the direction of the assigned department head or management position is responsible for performing a variety of responsible, complex, professional administrative staff duties. Work assigned may be in a specific program area and/or to perform administrative duties in support of the assigned department, including research and analysis.

DISTINGUISHING CHARACTERISTICS

This class is designed for professional level, administrative positions performing complex, analytical work. This is a journey level class that is expected to function independent of ongoing supervision. This class is distinguished from the Administrative Assistant series. Administrative Assistants act as the day to day support person for a department or unit. Their focus is to attend to the daily activities required to run an office. An Analyst works in a longer time frame than daily or weekly. The focus of an Analyst is on programs and projects, research and analysis of data, and the preparation and presentation of findings and recommendations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. This list is intended to be illustrative and does not represent an exhaustive list of duties and responsibilities. Incumbents may not perform all duties and responsibilities listed. Other duties may be assigned.

- Plans, organizes, coordinates and implements day to day program assignments independently.
- Conducts research, analyzes data, and presents conclusions and recommendations.
- Analyzes federal and state laws and regulations as they relate to assigned programs and develops and implements changes.
- Develops program manuals, comprehensive reports, handouts, flyers, newsletters, and other documents for communicating program information.
- Composes and reviews department website content; maintains the department website.
- Drafts and publishes authorized social media posts consistent with City messaging, and responds to citizen inquiries on behalf of the Department.
- Plans and coordinates civic engagement events.
- Participates in the training of clerical personnel. May provide work direction to others.
- Prepares comprehensive written reports regarding program activities.
- Educates and engages with other city staff, city council, community representatives, and citizens.

KNOWLEDGE OF:

Principles and practices associated with administration, organization, and management.
Research methods, techniques and statistical and other work measures.

- Department goals, objectives, policy and procedure
- Effective oral and written communications methods
- Operation of Personal Computers and related software
- Statistical, research and survey methods
- Policies and objectives of assigned programs
- Advanced secretarial and administrative methods
- Principles of training and work direction
- Coordination of clerical assignments
- Modern office practices and procedures

ABILITY TO:

- Work independently in the completion of assignments.
- Analyze and evaluate data.
- Prepare and present clear and concise reports, both orally and in writing.
- Establish and maintain effective working relationships with others.
- Provide effective functional or project leadership.
- Effectively plan, organize and prioritize work.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from managers, officials and the general public.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as percentages, ratios and proportions to practical situations.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

EDUCATION and/or EXPERIENCE:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities may qualify. A typical way of gaining the knowledge, skill and ability outlined above is:

Equivalent to an Associate's degree with college course work in public administration, business administration or a related field.

AND

Three (3) years of progressively responsible administrative support experience, preferably within a public agency. Experience involving extensive written customer communications, employer social media posts, research, budget preparation/reconciling, development of marketing materials and event planning/coordination may substitute for the required education on a year-for-year basis.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities include close vision, and ability to adjust focus.

WORK ENVIRONMENT:

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.

While performing the duties of this job, the employee is regularly exposed to video display and regularly works in inside environmental conditions. The employee occasionally works in evenings or weekends and occasionally works with use of personal vehicle. The noise level in the work environment is usually quiet.

Department:
FLSA Status: Exempt
Prepared By: Nash and Company
Prepared Date: January 2001
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