

JOB DESCRIPTION

City of Patterson



Human Resources

ADMINISTRATIVE ANALYST

JOB SUMMARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Under general direction of the Recreation Services Manager and indirectly from the Director of the Recreation and Community Services Department, the Administrative Analyst performs a variety of difficult and responsible analytical and staff support duties for department management ; organizes and supervises administrative support staff and operations within the department; coordinates and assists in the development and administration of the department budget; maintains accurate financial and administrative processes and records; performs activities required for the submission of grant applications and to ensure compliance with grant program and/or reporting requirements, as assigned; prepares and presents complex administrative and analytical reports, analysis and recommendations; and performs other related duties as required and/or assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Recreation Services Manager and indirectly from the Director of Recreation and Community Services.

Exercises direct supervision over assigned administrative support personnel.

ESSENTIAL DUTIES

Typical essential duties may include, but are not limited to, the following:

Provide and coordinate staff training; evaluates training as needed.

Assists Department Manager by performing a wide variety of complex, responsible, administrative duties and conducting studies, special projects, and administrative functions; collects and compiles data; conducts research and analysis; and prepares comprehensive reports and documents as requested.

Ensures areas of responsibilities are in compliance with related laws, codes, ordinances, and legislation.

Assigns, supervises and evaluates the work activities of assigned administrative support staff; provides or coordinates staff training; works with employees to correct deficiencies; and provides recommendations on disciplinary actions.

Reviews, verifies and processes documents related to department activities including budgets, contracts, grants, purchasing.

Establishes and maintains a wide variety of filing and reporting systems; develops record keeping procedures; prepares correspondence and compiles and types reports.

Coordinates and assists in the development and administration of the department budget; prepares budget reports; monitors and classifies expenditures; tracks and reconciles bills; produces budget reports; monitors financial transactions that affect the budget; assures availability of funds and proper account coding.

Manages and audits financial documents for accuracy and completion; assures that all transactions are charged to correct accounts.

Monitors a variety of automated reports related to cash balances, billing, production, revenues and expenses and other accounting data.

Prepares journal entries; reconciles accounts; and accounts for transfers to other funds.

Performs routine fiscal and program analyses and makes appropriate recommendations to program supervisors.

Conducts a range of activities required to prepare, submit and manage grant applications; to monitor existing programs for compliance with grant requirements; and to comply with grant reporting requirements.

Independently responds to letters, e-mail and general correspondence related to areas of responsibility.

Builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Performs related duties as required and/or assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Principles and practices of administrative support activities; principles and practices of analytical research and project coordination; principles and practices of effective supervision and training; principles of budget administration; techniques and principles of effective interpersonal communication; principles and methods of business letter and report writing; pertinent local, State and Federal laws, codes, ordinances, City policies, rules and regulations' modern office equipment, methods, procedures, and computer hardware and software.

Ability to: Independently perform a variety of complex duties including research and report development; collect, compile, analyze and effectively present a variety of data; develop and implement various data collection and reporting systems; review documents and operational procedures; analyze financial, budgetary, administrative, operational and organizational problems; develop, coordinate and administer assigned grants. identify private, state and federal funding sources; interpret, identify, explain and problem solve issues and recommend appropriate corrective action; coordinate the development and monitoring of assigned budget(s); project, track and reconcile expenses; perform mathematical calculations quickly and accurately; prepare clear and concise administrative documents and reports; analyze, interpret, summarize and present a variety of fiscal, statistical and administrative reports in an effective manner; maintain a high level of confidentiality; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

NECESSARY SPECIAL REQUIREMENTS

Must be 18 years of age or older.

Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check and reference check.

Must be able to provide proof of U.S. citizenship or legal right to work in the United States.

EXPERIENCE and CERTIFICATIONS

Any combination of education, training and experience that would likely provide the required knowledge, skills, and abilities: Normally this would include:

Education: Equivalent to a BA/BS degree from an accredited college or university with major course work in Business or Public Administration or a related field.

Experience: Two (2) years of progressively responsible administrative, analytical and technical experience, preferably in a public agency.

License or Certificate: Possession of a valid Class C California Drivers License.

MENTAL AND PHYSICAL REQUIREMENTS

Mental Requirements: The mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job: While performing the duties of this job, the employee is regularly required to review documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve office issues for the public and with staff.

Physical Requirements: The ability to sit at desk and/or stand for long periods of time; intermittently twist and bend to reach office equipment; use simple grasping and fine manipulation; lift and carry weight of 20 pounds or less.

Environmental Conditions: Work is performed in a standard office environment.

FLSA Status: Exempt

Revised: August 2022

(formerly: Recreation Services Supervisor, Administrative)