

CITY OF LINCOLN

ADMINISTRATIVE ANALYST I/II

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under supervision, learns to perform and performs professional administrative, analytical and technical duties in providing staff assistance to a City department; develops, implements and administers assigned program responsibilities, including budget preparation and financial management; conducts research, performs grant coordination services; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

Administrative Analyst I

The **Administrative Analyst I** is the entry-level class in the Administrative Analyst series that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision, incumbents perform the more routine and less complex support assignments while learning City policies and procedures. As experience is gained, there is greater independence of action within established guidelines. This classification is alternatively staffed with Administrative Analyst II and incumbents may advance to the higher-level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher level class.

Administrative Analyst II

The **Administrative Analyst II** is the full professional level class in which the incumbent is expected to independently perform the full scope of administrative analysis and research on new and current program activities as assigned. This classification is distinguished from the next higher class of Financial Analyst in that the latter has overall responsibility for administering the department's financial operations. Take on additional duties as assigned.

SUPERVISION RECEIVED/EXERCISED:

Administrative Analyst I

Receives immediate supervision from the department head or designee. May exercise functional and technical supervision.

Administrative Analyst II

Receives general supervision from the department head or designee. May exercise functional and technical supervision.

ESSENTIAL FUNCTIONS:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional duties from those set forth below to address business needs and changing business practices.

- Performs professional administrative, analytical and technical duties in providing staff assistance to a City department.
- Coordinates department budget, analysis and administration; monitors expenditures.
- Conducts research and provides administrative assistance within a department.
- Coordinates grant services, including writing, scheduling, seeking out, and identifying grants and assigning staff to follow up with the application process as necessary.
- Oversees a variety of special projects; prepares a wide variety of reports, manuals, procedures and publications; conducts policy and legislative analysis.
- Coordinates assigned work with related activities by other City departments, governmental organizations and public organizations; identifies interdepartmental cooperation opportunities.
- Provide assistance in resolving operational and administration issues; identify issues and conduct research to find alternative solutions; make and assist in the implementation of recommendations.

Support Services

Support Services

- Administers process of issuing business licenses to qualified applicants; obtains necessary information; records data; advises applicants on requirements; collects fees; and issuing licenses. Answers questions and provides advice to the public regarding licensing policies, procedures, and regulations; Codes information on license applications for entry into computers. Evaluates information on applications to verify completeness and accuracy and to determine whether applicants are qualified to obtain desired licenses. Informs customers by mail or telephone of additional steps. Maintains records of applications made and licensing fees collected. Performs routine data entry and other office support activities, including creating, sorting, etc. Prepares and sends yearly renewals and delinquent notices to businesses for licenses.
- Posts customer payments by recording cash, checks, and electronic transactions. Records payments into a ledger or accounting software. Records date paid, amount, method of payment and any balance due. Prepares cash and check payments for bank deposit on a weekly basis.
- Responsible for implementing the city's travel administrative tasks. Ensures that travel requests / expenses are budgeted; Calculates estimated travel rates and expenses, using items such as rate tables and calculators; Relies on instructions and pre-established guidelines to perform travel responsibilities.

Recreation (performs essential functions, with added responsibilities listed below)

- Reviews and monitors recreation programs for, enrollment, unpaid balances, and instructor payments. Maintenance of recreation department issued scholarships. Maintenance of Home/Charter School contracts, enrollments, invoicing and payments.
- Maintenance of programs/activities in registration system. Compiling data and inputting information for Recreation Guide publications. Responsibility of keeping City website current with recreation department updates.
- Coordinates City facility rentals. Serves as primary contact for scheduling rentals, rental information, payments and coordination of setup/cleanup for facility rentals.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. Additionally, the incumbent in this position may work in all weather conditions including wet, hot and cold. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an **Administrative Analyst I/II**. A typical way of obtaining the required qualifications is to possess the equivalent of:

Administrative Analyst I

Two years of responsible administrative, analytical and technical experience. A bachelor's degree in finance, accounting or a related field may be substituted for the two years of experience.

Administrative Analyst II

In addition to the above, two years of experience equivalent to that of an Administrative Analyst I in the City of Lincoln.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position. The level and scope of the knowledge and abilities listed below vary between the I and II levels.)*

Knowledge of:

Operational characteristics, services and activities of assigned program area; Principles, practices and methods of administrative and organizational analysis; principles and practices of program and budget development and implementation; grant writing and administration; public administration policies and procedures; principles, structuring and organization of municipal agencies; methods and techniques of supervision, training and motivation; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Perform a full range of responsible analytical and administrative duties in support of assigned programs functions, and/or department involving the use of independent judgement and personal initiative; Analyze financial, budgetary, administrative, operational and organizational problems, evaluate alternatives and reach sound conclusions; develop and coordinate work programs and grants; develop and administer a budget; prepare clear and concise administrative documents and reports; create and manage Excel spreadsheets; research, compile, analyze, interpret and prepare a variety of fiscal, statistical and administrative reports; implement, explain and apply applicable laws, codes and regulations; train, supervise and motivate assigned staff; read, interpret and record data accurately; perform mathematical calculations quickly and accurately; make adjustments to standard operating procedures to improve effectiveness and comply with regulatory changes as appropriate; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing, spreadsheet and other software applications; type accurately from clear copy at a rate of 45 net words per minute.

Salary Range: Refer to Professional Administrative Group Salary Schedule
FLSA: Nonexempt
Employee Group: Professional Administrative Group, Local 39
Effective: July 1, 2017