

ADMINISTRATIVE ANALYST

DEFINITION/PURPOSE: Provide technical assistance to support program administration, which includes interpreting program regulations and guidelines, developing program procedures, coordinating staff trainings and evaluating program activities. Collect, organize and analyze data involved with organizational and functional studies, and administrative systems and procedures. Review regulations and guidance and develop internal procedures and departmental workflows, letters and forms. Independently perform varied and difficult analytical work, prepare detailed research reports and recommendations. Provide departmental information to other departments and agencies.

DISTINGUISHING CHARACTERISTICS: This classification is distinguished from higher level Administrative Analyst classifications based on complexity of tasks assigned, and the focus on procedure and workflow related activities.

SUPERVISION RECEIVED AND EXERCISED: Under direct and general supervision of the Senior Administrative Analyst or department director to which assigned. This classification has no supervisory responsibilities; however, it may provide lead direction to selected operating para-professional or clerical staff, as assigned or on a project basis. Under the direct supervision and general direction of a department director, Deputy Executive Director, Executive Director or designee. May assign tasks to departmental staff as directed for special programs and projects.

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

- Review regulations and guidance and develop internal procedures and departmental workflows, letters and forms.
- Develop and conduct staff training to implement changes in systems and procedures. May develop workload measures.
- Provide information and explanation of department policies to other departments and agencies.
- Prepare organizational and workflow charts.
- Perform quality control and monitoring.
- Investigate, study, analyze and prepare reports.
- Collect, assemble, analyze and interpret data.
- Design and implement tracking systems for reports and projects using databases and spreadsheets.
- Prepare detailed written reports. Automate reporting systems.
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- Assist departmental directors on management, technical and procedural issues.
- Prepare routine correspondence; prepare, track, monitor, and review documents, contracts and other relevant forms; distribute material as appropriate.
- Prepare and submit applications for funds or proposals for services including setting up procedures, forms, and program design for new projects.
- Prepare feasibility analysis for prospective programs and projects, including budget analysis.
- Administer special programs as assigned.

OTHER JOB FUNCTIONS:

- Direct work as assigned.
- Represent agency at outside meetings.
- Opening and closing of the Authority office, as assigned.
- May be required for office coverage in the absence of management staff.
- May be required to participate in training of staff.
- Perform related duties as assigned.

REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS:

Knowledge of: Principals and methods of research, surveying, analysis and report writing techniques. Principles of public administration, basic budgeting, statistics, grant writing and grant management. Mathematics at an advanced level. Federal and State housing program elements. General office procedures, proper telephone etiquette, and operation of various office machines. Personal computers, word processing, spreadsheet programs and their use.

Ability to: Interpret and evaluate data; project consequences of recommendations. Coordinate visual observation and oral and/or written communications into concise, descriptive and standardized written or oral formats. Prioritize multiple assignments. Work tactfully, collaboratively, and effectively with others to achieve work objectives and resolve conflicting views. Interpret laws, legislation, ordinances, administrative policies and procedures with guidance from Senior and Management Analysts and directors. Input, access, and analyze data using a computer. Understand oral and written instructions and procedures. Relate well to a wide economic and cultural cross-section of the community. Exercise rational and independent judgment. Deal compassionately with clients who are in stressful circumstances. Be courteous, exercise good judgment, discretion and maintain confidentiality in dealing with the general public, and co-workers. Communicate effectively in English in written and oral expression.

Licenses and Certificates – Possession of, or ability to immediately obtain and retain, a valid California Driver License.

Physical Requirements/Work Environment – Sit for lengthy periods of time in an indoor environment. Have the manual dexterity to operate keyboard equipment. Have the visual and auditory capacity to operate with the perception and discrimination required by the duties of the classification. Be able to lift 25 lbs.

Other - Employee may be required to use his/her personal vehicle, reimbursed at the agency-authorized rate, in the performance of duties. When so required, must show proof of valid driver's license and/or automobile insurance coverage at or exceeding the minimums specified by agency policy.

- Provide proof of eligibility to work in U.S.
- Be bondable.

EXPERIENCE AND EDUCATION GUIDELINES:

Any combination of experience and education that provides the required knowledge and abilities could be qualifying, as determined by the Authority. A typical way to obtain the knowledge and acquire the abilities would be:

Experience - Four years of professional experience working with local, Federal and State agencies involving program, or similar related industry, and organizational analysis.

Education - A Bachelor's Degree from an accredited college or university with major course work in public administration, management, business administration, sociology, planning, or a related field, with a strong mathematical background and computer orientation.

The Housing Authority of the County of Santa Cruz is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the Authority will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.