

CITY OF BIG BEAR LAKE

CLASS SPECIFICATION

Class Title: Administrative Analyst

Class Code Number: 0050

Position Designation: Professional/Mid-Management

Division: Any

General Purpose of Position

The purpose of this position is to provide professional level support including complex analysis, the conducting of various studies and surveys, and other complex technical duties. This position may be assigned to any Division at the discretion and direction of the City Manager. This position may exercise functional supervision over clerical staff.

RESULTS STANDARDS

Results Standards set guidelines for the quality and correct procedure expected when performing any task for the City of Big Bear Lake.

I. Customer Service:

Government service is provided in a professional and effective manner with an emphasis on responsiveness and accessibility to both employees and the public.

II. Professionalism:

Job duties are consistently performed in a legal and ethical manner consistent with the code of conduct and standards applicable and appropriate to the position and particular specialized area.

III. Production:

Employee labor products are of high quality and are produced in a timely and cost-effective manner.

IV. Critical Thinking:

Decisions are made utilizing appropriate problem identification, analysis, and evaluation processes with a continual emphasis on innovation, ethics, and professionalism.

V. Teamwork:

Goals common to the organization are achieved through cooperation, coordination, and the development of professional relationships.

VI. Professional Development:

Employees are empowered to perform their jobs at the highest level and are encouraged to improve both personally and professionally. The overall quality of professionalism in the organization is improved through commitment, training, involvement, and education.

VII. Leadership:

Efficiency, effectiveness, and teamwork are promoted by all employees. The values of the City are properly communicated through the behavior of organizational leaders in a manner appropriate to their position.

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FORMAT

Result Statements: (in bold) describe common results expected of the Division or results specific to a particular position.

Performance Standards (preceded by a) describe the specific manner in which the associated Result Statement is achieved by this position. Multiple Performance Standards can be associated with each Result Statement and define the expectations for employee performance.

A. Professional level support is provided to the Division/Department of assignment.

- Routine analytical and technical work is completed accurately, in a timely manner, as assigned by the Division/Department Manager.
- Complex research and analysis is performed in support of budget preparation and other standard Division/Department operations.
- Various surveys and studies are performed in accordance with professional standards of methodology as directed by the Division/Department Manager.
- Interviews are conducted with prospective employees, consultants, and contractors to screen for appropriate qualifications and provide recommendations to allow the selection of the best candidates.

B. Special projects are completed in a timely and professional manner.

- Research and analysis are conducted in accordance with professional standards in support of special projects.
- Special projects are coordinated, administered, and evaluated at the direction of the Division Manager.
- Reports are prepared in a timely manner in accordance with professional standards.
- Presentations are made to management, City Council, Planning Commission, and other appropriate parties to provide accurate information and sound recommendations.

C. The policies, procedures, and productivity of the Division/Department are improved.

- Policies and procedures are developed, reviewed, and implemented at the direction of the Division/Department Manager.
- Regular feedback and suggestions are provided in an appropriate manner to management.
- Appropriate training is sought out and attended with management approval.
- Additional duties are sought out and performed with manager approval in order to increase the professionalism, effectiveness, and/or overall quality of the Division/Department.

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Qualifications

Education: A Bachelor's degree in human resources, finance, public administration or related field is required.

Experience: Three years of related experience in the public sector is desired.

Knowledge, Skills, Abilities, and Personal Characteristics

This position requires the knowledge of and ability to use sound statistical and research techniques. Knowledge of the principles and practices of personnel administration, public sector finance, community development functions, and public administration is required depending on assignment.

The individual should be able to exercise sound judgment, be able to plan, be well organized, have excellent verbal and written communication skills, work well under pressure, be proactive, flexible, and cooperative. The individual must be accurate, timely, discreet and able to maintain confidentiality on appropriate issues.

Physical Requirements

The following requirements are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position may require extended periods of sitting. Light lifting (up to 25 lbs.) is required occasionally. This position requires manual manipulation of a keyboard, phone, and other standard office machines.

Tools

This position requires the use of a PC, word processing, spreadsheet, data base, presentation, and statistical software, and standard office equipment.

Work Environment

Most of the work for this position will be performed indoors in an office and involve exposure to moderate levels of noise. Infrequently, outdoor work (observations, interviews, etc) will be required. Outdoor conditions vary from hot to extremely cold temperatures. Outdoor work may involve exposure to wind, rain, snow and high levels of noise.