

AMADOR COUNTY

**FLSA: COVERED
EEO:1**

SENIOR ADMINISTRATIVE ANALYST

DEFINITION

Under the direction of the County Administrative Officer or Department Head, performs a wide variety of professional, technical, analytical, personnel, and administrative duties; provides assistance to the County Administrative Officer or Department Head; and does related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification within the Confidential Unit, which provides personnel and administrative support for the County Administrative Officer and/or Department Heads. Incumbents in this class are expected to work very independently, handling confidential and sensitive material related to the management of county government.

REPORTS TO

County Administrative Officer or Department Head

EXAMPLES OF DUTIES

The Senior Administrative Analyst will assist the County Administrative Officer or Department Head with responsibilities relative to public and departmental administration, grants or program oversight, contract monitoring, budget tracking, annual fund reporting and monitoring, and organizational and fiscal studies. The Senior Administrative Analyst will prepare reports, manuals, policies, legislative analyses, correspondence, surveys, and staff development materials. The Senior Administrative Analyst may also help manage and oversee operations of specialty programs or projects, advise on complex and sensitive issues, and present reports to the Board of Supervisors. When assigned to the County Administrative Officer serving as the Board's legislative liaison at local, state, and federal levels; and may represent the County or Department Head with community agencies, commissions, committees, and other public groups.

TYPICAL PHYSICAL REQUIREMENTS

Sits for extended periods; frequently stands and walks; normal dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computers, telephones, calculators, copiers, and FAX machine.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Practices and techniques of research, information, analysis, and report preparation.
- Organization and functions of public agencies and departments, including the role of an elected Board of Supervisors, and appointed Board and Commissions.
- Record keeping and records management techniques.
- Public administration principles and practices.
- Grants and program development and monitoring systems.
- Budget development and expenditure control.
- Office administrative practices and procedures.
- General organization and functions of County government.
- Principles and practices of public personnel administration.
- Principles of supervision, training, and employee evaluation.
- Principles of Governmental Contracts, contract construction, and contract monitoring.

Ability to:

- Analyze constituent, administrative, operational, and organizational problems, evaluating alternatives and proposing solutions.
- Assume responsibility for and manage a variety of public agency projects and programs.
- Research, compile, and summarize a variety of informational materials.
- Provide varied, responsible, and confidential administrative assistance to the County Administrative Officer or Department Head.
- Speak clearly and effectively to individuals and groups.
- Interpret, apply, and explain complex policies and procedures.
- Prepare clear and concise correspondence, reports, and other written materials.
- Use tact, discretion, initiative, and independent judgment within established guidelines.
- Organize work, setting priorities, meeting critical deadlines, and following

Senior Administrative Analyst - 3

- up assignments with a minimum of direction.
Effectively represent the County Administrative Officer or Department Head in answering questions, responding to inquiries, providing assistance, and dealing with concerns from the public, community organizations, other County staff, the media, and other agencies.

Experience

Three years of increasingly responsible managerial, fiscal, contract monitoring, budget tracking, annual fund reporting and monitoring, , administrative, and/or analytical work in a California state or local government setting.

Education

Equivalent to graduation from an accredited college or university with a major in public or business administration, accounting, economics, social or behavioral sciences, or a closely related field. A Master's degree in public or business administration is desirable. Experience in the areas described maybe substituted for the required education on a year basis for year basis.

Special Requirements: Possession of a valid California Driver's license issued by the Department of Motor Vehicles.