



Job Code: 0307
FLSA: NE
Unit: PCEA
Revised:

ADMINISTRATIVE ANALYST

DEFINITION

Under general direction provides a variety of professional administrative assistance within the Department of Public Works and Utilities. Areas of responsibility include: budgeting; policy, procedure and program development and evaluation; special studies; project/activity scheduling and coordinating. Activities may include directing work of others; performs related work as required.

SUPERVISION RECEIVED/EXERCISED

Receives immediate supervision from the Director of Public Works. Exercises no supervisory responsibility.

TYPICAL DUTIES

1. Assists in the preparation and administration of department budget.
2. Develops new and/or reviews and revises existing operating policies and procedures.
3. Undertakes special projects and studies.
4. Reviews and evaluates existing programs.
5. As assigned, represents department in meetings with other agencies or groups.
6. Assists in the scheduling and tracking of department workload.
7. Coordinates departmental activities both within the department and with other departments.
8. Researches, compiles, organizes and analyzes information.
9. Prepares written reports.
10. May coordinate specific department program(s).

CITY OF PLEASANTON
Administrative Analyst - Page 2

MINIMUM QUALIFICATIONS

Education:

Bachelor degree in business or public administration or related field required.

Experience:

Professional administrative experience preferred.

Knowledge of:

Modern management principles, theories, and practices. Research and analysis methods. Budgeting. Office computer applications.

Skill to:

1. Assist in developing, reviewing, and revising policies and procedures.
2. Organize and coordinate tasks and activities.
3. Maintain comprehensive schedules.
4. Undertake special studies.
5. Prepare reports.
6. Research, compile, organize, and analyze information.
7. Assist in budget preparation.
8. Write reports.
9. Communicate effectively.
10. Assist in program review and evaluation, suggest improvements.
11. Use modern office computer.

License

Valid California driver's license.

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