



# Senior Administrative Analyst

Agency/Department: Administration

Approved by:  
Date Approved: 01/20/09  
Date of Last Revision:

Reports to: Chief Financial Officer  
Supervises: Varies  
FLSA Status: Non-exempt

**JOB SUMMARY:** Under direction, provides varied, complex and confidential management and operational analysis in support of a department or program(s); oversees and administers a variety of projects, grants and contracts; conducts staffing, procedural, organizational, purchasing and budgetary studies and recommends modifications to increase effectiveness and efficiency; develop and produce effective management tools in monthly and annual reporting; may audit, analyze and verify fiscal records and reports, prepares financial, budgetary, and statistical reports, provides technical advice and/or supervision to staff, other departments, and performs related work as required.

**DISTINGUISHING CHARACTERISTICS:** This classification functions at the advanced journey level and is classified as confidential/mid-management exempt. It is a highly technical and specialized position within the Management Service Department and is distinguished from other administrative support in that it oversees and manages assigned program(s) performing the full spectrum of essential duties providing a professional-level resource for organizational, managerial, and operational analyses and studies.

## EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Oversees and ensures that the administrative functions of the Department or program(s) assigned are effectively carried out; this may include analysis, reconciliation, report preparation, investigations, budget and purchasing research, and account/program monitoring.
2. Assists in preparing budgets by coordinating and compiling data, researching past revenue and expenditures, making projections for the following year and making budget recommendations.
3. Conducts special research projects, including gathering, compiling and analyzing information; provides alternatives and makes recommendations on courses of action.
4. Prepares complex reports including special reports, manuals, bid proposals, charts, statistical tables, and graphs; give presentation on findings.
5. Assists with the development, review, and analysis of budgeted revenue estimates, and fund sheets for the preliminary and final budgets; calculate and forecast payroll costs.
6. Assists in the preparation of annual cost control study and cost allocation plan reports.
7. Assists in presenting and justifying the annual operating budget and revenues, departmental budget estimates, and capital improvement budgets to the Board of Directors.
8. Analyzes alternative methods of financing; assists in developing and installing procedures.
9. Provide assistance in the human resources area.
10. Provides technical assistance to departments in the formulation of budget requests; responds to departmental inquiries; confers with and assists individuals requesting information.
11. Analyzes changing services and impacts upon fees and charges.
12. Advises departments on all purchasing-related issues.
13. Assists in the identification, distribution, and disposal of surplus District property.
14. Performs other duties of a similar nature or level.

## MINIMUM QUALIFICATIONS:

*Any Combination of education and/or experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position. A typical combination includes:*

**EDUCATION:** Equivalent to an Associate of Arts degree from an accredited college or university with major course work in accounting, business administration, computerized inventory, public administration, economics or a related field

**EXPERIENCE:** Three (3) years of specialized course work in bookkeeping, accounting, purchasing, business or public administration or a related field. Experience in a public agency setting is desirable.

### KNOWLEDGE OF:

- Principles, practices, and techniques of administration, organization, budgetary analysis and administrative analysis.
- Statistical design.
- Public sector budgeting principles and practices.
- Principles and practices of a centralized purchasing operation; modern inventory control procedures for warehouse management; legal requirements for purchasing.
- Effective cost reduction strategies.
- Methods and practices used in competitive bidding; contract negotiation.
- Supervising a centralized purchasing operation.

### ABILITY TO:

- Prepare and present comprehensive written and oral reports; make group presentations.
- Organize and conduct special studies.
- Create complex spreadsheets or financial reports with the use of personal computer or other financial application software programs.
- Establish and maintain effective working relationships with supervisors, fellow employees, vendors, buyers, and the public.
- Type at a speed necessary for successful job performance.
- Work independently under pressure.
- Draft and interpret plans and specifications; learn, comprehend, and apply County, State, and Federal policies and legislation.

### SKILL IN:

- Compiling and analyzing complex research, budgetary and operational data.
- Preparing and administering operational and capital improvement budgets and contracts.
- Organizing own work, setting priorities and meeting critical deadlines; handling difficult situations appropriately.
- Using sound, independent judgment within established policy and procedural guidelines.
- Communicating effectively with co-workers, subordinates, superiors, the general public, representatives of public and private organizations and others sufficient to exchange or convey information.

### LICENSES:

- Valid Class C California or Nevada Driver's License.
- Acceptable driving record at the time of appointment and throughout employment.

### CERTIFICATIONS:

- Possession of a Certified Purchasing Manager certificate issued by the Institute of Supply Management desirable.

## TOOLS AND EQUIPMENT USED:

Personal computer, including word processing, spreadsheet, database, Springbrook Accounting Software or similar software for system information database; numeric keypad and/or 10 key; motor vehicle; phone; cell phone; mobile radio.

## PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met any an employee to successfully perform the essential functions of this job in compliance with the American with Disabilities Act (ADA) requirements. On a case-by-case basis, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office setting. Some outdoor work may be required in the inspections of various land use developments, construction sites, or District facilities. Hand-eye coordination is necessary to operate computers and various pieces of office equipment; use fingers to write or type.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, bend, kneel, crouch, or crawl; talk or hear; and smell.

The employee will occasionally be required to lift up to 20 pounds and may need to carry for approximate distance up to 50 feet.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. The noise level in the work environment is usually quiet to moderate.

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**FLSA Exemption status:** Exempt

**Employee Unit:** Mid-Management/Confidential – Unclassified

**Job Family:** Administration/Finance

**Class Progression:** Accounting Technician I  
Accounting Technician II  
Purchasing Technician I  
Purchasing Technician II  
General Ledger Accountant  
Senior Administrative Analyst  
Chief Financial Officer

Job Description: Sr Administrative Analyst

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