

JOB DESCRIPTION

City of Waterford



Administrative Services

ADMINISTRATIVE ANALYST/ DEPUTY CITY CLERK

Salary Level:	30
FSLA Status:	Non-Exempt
Established/Revised:	July 2017

JOB SUMMARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Under direction, performs a wide variety of professional analytical and administrative duties in support of assigned functions, which may include responsibilities include payroll, accounts payable and utility billing, and all other financial accounting activities; assists in building permit and planning activities, including scheduling inspections, and tracking applications; operations, programs, department, and/or division; performs duties in support of various administrative operations and activities including special projects, research studies, budget analysis, and other specialized functions; coordinates and performs a variety of contract and grant administration duties; prepares various reports to improve the efficiency and effectiveness of operations; coordinates assigned activities with other departments, divisions, outside agencies, and the general public; and provides information and assistance to the public regarding assigned programs and services.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the Department Head of the assigned department and/or division; and technical direction from the City Manager or his/her designee. Incumbents in this class may exercise functional and technical supervision when assigned.

ESSENTIAL DUTIES

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is **ILLUSTRATIVE ONLY**, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Performs a wide variety of professional level research, administrative, and analytical duties in support of assigned functions, operations, programs, department, and/or division; perform duties in support of various administrative operations and activities within assigned area of responsibility including special projects, research studies, budget analysis, and other specialized functions.

- Administer and coordinate assigned functions or projects; participate in the development and implementation of goals, objectives, and priorities for assigned functions or programs; recommend and implement resulting policies and procedures; create and modify policy and procedural manuals and guidelines
- Prepare and present comprehensive technical, administrative, and statistical reports that present and interpret data, identify alternatives, and present and justify conclusions, forecasts, and recommendations based on data summaries and other findings.
- Participate in the budget development and administration for assigned area of responsibility; analyze proposed capital, operating, and maintenance expenditures; prepare reports and analyses related to impact of budgetary decisions; track and monitor budget expenditures.
- Provide assistance in resolving operational and administration issues; identify issues and conduct research and analysis of new programs, services, policies and procedures; prepare and present reports.
- Plan, coordinate, and evaluate activities associated with assigned contracts; participate in research and evaluation of proposed contractual obligations and agreements; assist in contract negotiations and administration; monitor compliance with applicable contractual agreements.
- Coordinates grant administration activities; prepare, write, review and monitor grant applications; monitor existing programs for compliance with regulations.
- Analyzes federal, state, and local legislative proposals for impact on assigned operations.
- Coordinate, prepare and conduct marketing, public relations, and outreach programs.
- Prepare and present staff reports and other correspondence as appropriate and necessary.
- Attend and participate in professional group meetings, stay abreast of new developments within assigned area of responsibility; maintain awareness of federal, state and local regulations.
- Prepares a variety of materials including minutes, reports, and correspondence that are complex, technical and/or sensitive;
- Maintains complex files and record keeping systems including data storage and retrieval systems involving ordinances, resolutions, official minutes and other public records; maintains and updates Municipal Code books, records and postings;
- Participates in compilation of agenda items; prepares draft agendas for meetings of the City Council and other bodies;
- Assists with and where assigned, administers, monitors, and ensures compliance with assigned functions and services of the City Clerk's Office including Conflict of Interest Code, Brown Act, Politician Reform Act, Public Records Act;
- Utilizes a teamwork approach to learn the department functions necessary to continue effective City operations to allow the City to carry on in case of illness, or unexpected employee turnover; participates in cross-training as needed to accomplish this goal.
- Performs other duties as required or assigned.

MIMIMUM QUALIFICATIONS

Education and/or Experience:

A Bachelor's degree from an accredited college or university with major coursework in public administration, business administration, accounting or finance; and four (4) years of increasingly responsible administrative, analytical, and/or accounting experience in a municipal setting; OR an equivalent combination of education, training, and experience.

License/Certificate:

Possession of or ability to obtain, a valid Class C California driver's license.

Knowledge of:

- Modern principles and practices of financial record keeping; water billing, report writing, bookkeeping and technical accounting.
- Principles and practices of records management and municipal clerk functions; clerical accounting work; cash handling techniques; budget preparation; basic principles of mathematics.
- Applicable Federal, State, and local laws, codes, and regulations, including those dealing with confidentiality and open meeting requirements.
- Standard office procedures, practices and equipment; modern office equipment, including a computer and applicable software.
- Methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar.
- Occupational hazards and standard safety practices.

Skill in:

- Preparing, maintaining, analyzing, and reconciling various financial, billing, accounting, and statistical records.
- Posting, adjusting, and reconciling accounts and balances; keep accurate records.
- Reviewing a wide variety of financial documents and reports.
- Overseeing accounts payable and utility billing; handle a high volume of customer contact.
- Researching complex issues; understanding concepts that relate to reconciliations and allocations.
- Providing leadership, direction, and training to lower level staff.
- Performing mathematical calculations quickly and accurately; interpreting, explaining, and applying applicable laws, codes, and regulations.
- Reading, interpreting, and recording data accurately.
- Organizing, prioritizing, and following up on work assignments; working independently and as part of a team.
- Making sound decisions within established guidelines; analyzing a complex issue, and developing and implementing an appropriate response.
- Communicating clearly and concisely, both orally and in writing; establishing and maintaining effective working relationships; following written and oral directions.
- Operating an office computer and a variety of word processing, spreadsheet, and related software applications, including billing and financial systems software.

NECESSARY SPECIAL REQUIREMENTS

- Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check, and reference check.
- Must be able to provide proof of U.S. citizenship or legal right to work in the United States.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

The physical and environmental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Conditions:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee frequently is required to sit or stand for prolonged periods of time, and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

Environmental conditions:

While performing the duties of this job, the employee regularly works in inside environmental conditions. The employee frequently works with a video display terminal for prolonged periods. The noise level in the work environment is usually low to moderate.