

SENIOR ADMINISTRATIVE ANALYST

DEFINITION

To perform the most difficult and complex administrative analytical work involved in the study of organization and systems directed toward improving the efficient attainment of department objectives and purposes; to collect, organize, analyze and interpret data; to prepare detailed research, studies, reports and recommendations; to plan, assign and review the work of other professional and support staff; and to perform related duties as assigned.

CLASS CHARACTERISTICS

This is the advanced journey level class in the Administrative Analyst series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including advanced administrative and management research, analysis and system design and planning, assigning and reviewing the work of other professional and support staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned management personnel.

May exercise direct supervision over clerical, technical and professional personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Performs advanced administrative and management research, analysis and system design related to area of assigned responsibility.

Plans, assigns and reviews the work of clerical, technical and professional staff.

Performs a variety of duties related to special assignments and projects.

Investigates, studies, analyzes and prepares reports and recommendations on such areas as operating and organization procedures, pending and approved state and federal legislation and cost comparison.

LANE COUNTY
Senior Administrative Analyst (Continued)

EXAMPLES OF DUTIES

Designs new or upgrades existing accounting systems; modifies systems to accommodate department or County policies and practices.

Collects, organizes, analyzes and interprets data relating to operations, including such areas as policies, functions, organizational structures, forms and procedures, work output, space and physical layouts and types and effectiveness of equipment.

May attend meetings in the absence of the administrative official; attends organizational planning meetings; provides ideas and suggestions for effective and efficient systems and procedures.

Prepares organization and work flow charts; evaluates program service delivery systems.

Conducts surveys of practices in other jurisdictions.

Prepares proposals for new and adjusted services to include finance, staffing and organization requirements; reviews budget requests in conference with department heads.

Investigates proposals for new programs, services, equipment and personnel; prepares reports recommending adjustments in proposals.

Prepares procedural manuals.

Prepares financial studies, revenue estimates and forecasts; develops economic impact reports regarding credit and payment policies.

Designs and controls the utilization of forms.

Prepares reports and presents recommendations in connection with studies and projects.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles of public administration and management including principles, practices and methods of administrative and management analysis.

Public financing, budgeting and accounting functions, operations and objectives of County government.

LANE COUNTY
Senior Administrative Analyst (Continued)

Knowledge of:

Basic principles and practices of public personnel administration.

General principles of statistics and accounting.

Computers and computer applications.

Report writing methods and techniques.

Effective public information and relations techniques.

Principles of work planning and organization.

Principles and practices of supervision.

Ability to:

Perform advanced administrative and management research, analysis and system design and implementation work.

Plan, assign and review the work of assigned staff.

Prepare and analyze fiscal and accounting systems and procedures.

Initiate research studies and reports including the collection, organization, analysis and development of administrative and management recommendations.

Prepare written analysis, recommendations and complex reports.

Evaluate and recommend improvements in operations, systems, procedures, policies and methods.

Analyze situations and adopt an effective course of action.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

LANE COUNTY
Senior Administrative Analyst (Continued)

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration, public administration, organizational analysis, accounting, finance or a related field.

Experience:

Three years of responsible administrative staff support and analytical experience.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.