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## ADMINISTRATIVE OFFICER

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### **DEFINITION**

Under limited direction, conducts special studies and complex analyses of various operations, procedures and equipment; writes comprehensive and analytical reports and assists Department Directors, Division Managers and/or the City Manager with a variety of special projects.

### **SUPERVISION EXERCISED**

Train, supervise and evaluate subordinate staff.

### **EXAMPLES OF DUTIES**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this classification.*

Answer and resolve inquiries from the public, both in person and over the phone, providing information regarding various city functions, policies, procedures and programs.

Research a variety of information sources, compile statistical and financial data for reports.

Review and monitor the City's and/or assigned Department's budgets, services, and programs.

Evaluate program effectiveness and assist in establishing funding priorities.

Provide recommendations for short and long range strategic planning.

Serve as a lead liaison with various contract staff, vendors and professionals. Oversee and administer service contracts and agreements.

Provide oversight of specified departmental operations as directed.

Conduct special surveys and studies, including gather information from other cities and agencies.

Prepare policies, procedures, forms and practices to improve operations and efficiencies.

Lead a variety of special studies; develop recommendations and prepare and present reports to committees, commissions, the City Council and/or City Manager.

Prepare marketing and public information materials and displays.

Analyze proposed legislation identifying impact on business, business/development, land use, zoning, employees and operations in the City and/or region; prepare letters of support/opposition.

Write letters, polices, memos, speeches, press releases and related documents.

Prepare budget analyses and documents for Division(s) and/or Department; monitor budget.

Train, supervise, evaluate and motivate subordinate personnel.

Contribute to website content and social media presence.

Perform related duties as assigned.

### **KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of:

Principles of public administration, budget preparation and analysis, human resources, management, organizational development, systems and procedures.

Principles of economics.

Federal and State legislative process and procedures.

Federal, state and local laws, ordinances, policies and procedures.

Survey techniques, statistics and report writing.

Ability and Skill to:

Plan, coordinate and perform complex surveys, analyses and prepare complex reports.

Collect and analyze data, present findings objectively, clearly and concisely and prepare reports with conclusions and recommendations.



Train, supervise, evaluate and motivate subordinate personnel.

Follow direction and policies with minimal supervision.

Communicate clearly both orally and in writing.

Establish and maintain effective working relationships with staff, Commissions, the City Council, City Manager and the public.

Perform duties of an emergency worker in the event of a natural or other disaster.

### **QUALIFICATIONS**

*Any combination of education and experience that would provide the required knowledge, abilities and skills is qualifying. A typical way to obtain the qualifications would be:*

BA/BS in public administration, business administration or related field and four (4) years' experience in administrative analysis, planning, human resources or budgeting. Master's degree and Bi-lingual skills desirable.

### **LICENSE OR CERTIFICATE**

Valid California Class C Driver's License and a good driving record.

### **ESSENTIAL JOB FUNCTIONS/A.D.A**

Ability to operate computer, calculator, telephone, portable radio, and copying machine

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person

Ability to prepare reports, perform mathematical calculations, and sort/file documents

Ability to sit for two hours at a time

Ability to lift up to 15 pounds

Ability to climb a footstool or ladder for the purposes of retrieving records

Ability to get from one location to another in the course of doing business

