

RESOLUTION NO. 45/2018

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF CORTE MADERA  
ADOPTING THE POSITION CLASSIFICATION AND JOB DESCRIPTION OF  
ADMINISTRATIVE ANALYST

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WHEREAS, a classification plan is considered a foundation for a sound personnel management system; and

WHEREAS, it is necessary to create position classifications to identify job responsibilities assigned and experience required; and

WHEREAS, on September 16, 1997, the Town Council accepted, and on October 21, 1997, the Town Council adopted the present Classification Plan, as since amended, and the present Classification Specifications/Job Descriptions, as since amended; and

WHEREAS, it is necessary to (1) Adopt the Position Classification and Job Description of Administrative Analyst and designate this position as a Professional/Technical Employee.

NOW, THEREFORE BE IT RESOLVED, that the Town Council does hereby Adopt the Position Classification and Job Description of Administrative Analyst attached hereto and incorporated herein by reference as though fully set forth.

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I hereby certify that the foregoing is a full, true and correct copy of Resolution No. 45/2018 duly passed and adopted by the Town Council of the Town of Corte Madera, at a meeting thereof duly held on the 21<sup>st</sup> day of August, 2018, by the following vote:

AYES, and in favor thereof, Councilmembers: Andrews, Beckman, Kunhardt, Ravasio  
NOES, Councilmembers: - None -  
ABSENT, Councilmembers: Bailey

Approved:



Bob Ravasio, Mayor

ATTEST:



Rebecca Vaughn, Town Clerk

**TOWN OF CORTE MADERA**  
**ADMINISTRATIVE ANALYST**

**DEFINITION**

Under the direction of the assigned department head or management, this position performs a wide variety of professional analytical and administrative duties in support of assigned functions, operations, programs, department(s), and/or division(s); 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.

This is a broad classification with individual positions assigned to specific functional areas; duties and assignments may overlap depending on the operational needs of the department and staffing levels.

**DISTINGUISHING CHARACTERISTICS**

This class is designed for professional level, administrative positions performing complex, analytical work. This is a journey level class that is expected to function independent of ongoing supervision. The focus of an Administrative Analyst is on programs and projects, research and analysis of data, and the preparation and presentation of findings and recommendations.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the assigned department head or management.  
May oversee the work of part-time clerical support staff.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. 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.
2. Plan, organize, coordinate and implement day to day program assignments independently; and investigate, analyze, develop and prepare special studies or projects.
3. Perform complex research and analysis of new programs, services, policies, and procedures; conduct research, analyze data, and present conclusions and recommendations; prepare and

- present comprehensive written and verbal reports regarding program activities.
4. Develop a variety of written documents related to programs.
  5. Participate in the budget development and administration for the assigned area of responsibility.
  6. Provide assistance in resolving operational and administration issues; identify issues and conduct research to find alternative solutions; make recommendations and assist in implementation.
  7. Coordinate grant administration activities; prepare, write, review, and monitor grant applications; monitor existing programs for compliance with regulations.
  8. Coordinate, prepare, and conduct marketing, public relations, and outreach programs; prepare marketing material including brochures, posters, articles, advertisements, flyers, schedules of events, and pamphlets; attend and participate in community groups and meetings; educate the public on assigned programs.
  9. Coordinate and collaborate with departments, divisions and outside agencies; serve as a liaison with public and private organizations, community groups and other social organizations; provide information and serve as a resource.
  10. Attend and participate in professional group meetings; stay abreast of new developments within the assigned area of responsibility; maintain awareness of federal, state and local regulations.
  11. Respond to inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
  12. Provide staff assistance to higher-level management staff; participate on and provide staff support to a variety of committees, boards, and commissions; prepare and present staff reports and other correspondence as appropriate and necessary.
  13. Analyze federal and state laws and regulations as they relate to assigned programs and develop and implement changes.
  14. Customer service related duties
  15. Perform related duties as required.

### **SPECIAL DESIGNATIONS**

Management may assign special designations, as needed, pertaining to their normal course of business, provided that the special designations are within the scope of the Administrative Analyst classification.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices associated with administration, organization, and management.
- Research methods, techniques, statistical procedures and other work measures.
- Department goals, objectives, policies and procedures
- Effective oral and written communication methods
- Proficient computer skills and Microsoft Office suite of programs
- Statistical research and survey methods
- Policies and objectives of assigned programs
- Advanced secretarial and administrative methods
- Principles of training and work direction
- Coordination of clerical assignments
- Modern office practices and procedures

### **Skill to:**

- Read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from managers, officials and the general public.
- Work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as percentages, ratios and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **Ability to:**

- Work independently in the completion of assignments.
- Analyze and evaluate data.
- Prepare and present clear and concise reports, both orally and in writing.
- Establish and maintain effective working relationships with others.
- Provide effective functional or project leadership.
- Effectively plan, organize and prioritize work.

### **Experience and Training Guidelines:**

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

Equivalent to a Bachelor's degree and two (2) years of experience in analyzing data and/or records, preparing communications related to analysis and/or research, and/or maintaining financial or accounting records. Experience working with or for public agencies providing services to citizens is preferred.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment; requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as typing, filing, data entry, and/or use of calculators, ten-key adding machine, or other office equipment or supplies; may involve extensive VDT exposure.

**Effective Date:**

**Council Approval:** Res. No. \_\_\_\_, August \_\_, 2018