

**CITY OF FORT BRAGG
JOB DESCRIPTION**

JOB TITLE: ADMINISTRATIVE ANALYST - ADMINISTRATION

REPORTS TO: CITY MANAGER

TYPE: Non-Exempt, Confidential

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

POSITION SUMMARY:

Position provides support to the Administrative Services Department and the City Manager. The Administrative Analyst reviews and processes Department purchases; manages the department budget and oversees the City-wide budget on behalf of the City Manager; prepares press releases, reports, letters and other communication; maintains the City Administrative Department and City Manager webpages and social media presence; updates City policies; assists with economic development and the Visit Fort Bragg Committee; and manages contracts.

The Administrative Analyst assists with research to identify and track funding sources, prepares grant applications and proposals including completion of background research on project needs, description, and fit with funding guidelines. Prepares and presents staff reports and recommendations to City Council or Committees for the department; ensures compliance with complex and varied personnel and administrative regulations; monitors special projects, contracts and grants to ensure compliance with reporting requirements. Prepares and/or ensures submission of required reports to agencies as needed.

The Administrative Analyst is familiar with labor compliance, human resources, accounting, budgeting, local, state and federal purchasing policies and procedures, and public contracting laws. Monitors project budgets and timelines; acts as liaison with the public on behalf of the City Manager and the Administration Department.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to, the following:

Answer telephone; use of hands for typing; reading comprehension and writing; giving and receiving oral instructions/information; computer literacy using diverse programs; oral communication with public; visual observation at meetings; ability to work/sit for long hours occasionally; driving motor vehicle.

TYPICAL DUTIES AND RESPONSIBILITIES:

Typical duties may include, but are not limited to, the following:

- Participate in the annual budget preparation process. Monitor City Manager and Administration Department's account activity.
- Prepare written staff reports and present recommendations and findings to decision-making bodies such as City Council.
- Attend meetings for the purpose of preparing minutes (including the Visit Fort Bragg

JOB TITLE: Administrative Analyst

Committee), notes or other documentation of actions.

- Assist with the expedient processing of applications, forms and other materials constituting the department's paper flow and record keeping.
- Respond to inquiries from the public and handle or direct to appropriate staff.
- Maintain City web pages, outreach materials and social media presence, including monitoring social media activity, as assigned.
- Produce press releases, publicity flyers and announcements, public surveys, memos, letters and other public outreach.
- Provide front desk/reception assistance from time to time.
- Monitor deadlines and assist in completion of reports required by the various agencies.
- Monitor and prepare budgetary and financial reports and analysis as requested by the City Manager.
- Prepare and review personnel and payroll documents on behalf of the City Manager.
- Review grants literature from local, state, federal and national foundations to identify resource availability. Collect, organize, and catalogue information regarding grants in support of economic development, special City projects, and affordable housing.
- Organize, write, and coordinate grant applications and supporting materials (such as site plans, letters of support, project budgets, etc.) in response to requests for proposals, and grant opportunities.
- Ensure compliance with applicable Labor Law and Standards, monitor state and federal law and regulations to ensure the City's policies and practices are in compliance. Revise and update written policies as needed.
- Administer the Visit Fort Bragg campaign and committee, contracts, associated projects, plans and budgets.
- Organize, facilitate and participate in community meetings as necessary.
- Proofread, publish and distribute periodic reports from City Manager and Administrative Services Department.
- Assist in identifying and writing standard operating procedures and guidelines related to departmental procedures and personnel policies.
- Assist in labor relations activities as a participant in labor relations negotiations, help in preparing cost analysis, updating Memorandums of Understanding, conducting salary surveys and drafting side letter agreements.
- Work on special projects and City Council goals as assigned.
- Perform other related duties as required.

MATERIALS, EQUIPMENT AND TOOLS:

Computer terminal, keyboard, and mouse.

SPECIAL REQUIREMENTS:

Possession of a valid Class C or higher California driver's license.

DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:

Knowledge of:

- Principles and practices of communicating, administering, and accounting for grants, contracts and other activities.
- Standards for accounting for financial transactions, budgeting and preparation of financial reports.
- Strong writing, editing and verbal skills for a wide variety of documents, and public communications.
- Computer software applications: Microsoft Office suite, typical bookkeeping/financial programs, social media applications, etc.

Ability to:

- Type at least 45 words per minute.
- Understand, interpret, and apply various Federal, State, and local laws and regulations for municipal purposes.
- Perform responsible and difficult administrative work with accuracy, speed and initiative.
- Communicate effectively both orally and in writing.
- Analyze situations accurately and adopt an effective course of action in collaboration with management staff.
- Manage multiple priorities and have excellent organizational skills. Primarily work independently in a busy and stressful environment.
- Develop and implement new procedures, records, reports and forms to meet changing needs.
- Maintain a friendly and pleasant attitude and deal tactfully, politely and effectively with the Council members, senior staff, employees, retirees and the public.
- Establish and maintain effective and cooperative working relationships with department heads and supervisors, co-workers and the public.
- Organize work and priorities to meet deadlines in a very fluid work environment.
- Compose and prepare correspondence, Requests for Proposals (RFPs), contracts and other written work products.

MINIMUM EDUCATION/ EXPERIENCE:

- Bachelor's Degree from an accredited college or university, with major course work in accounting, business or public administration, or a closely related field desired; and
- Four (4) years of progressively responsible related experience.
- Exceptional directly related experience may be considered in lieu of educational requirements.

PHYSICAL REQUIREMENTS:

Constant sitting in office chair, keyboarding³ and visual contact with computer terminal; frequent

walking, standing, writing, bending, and reaching; occasional lifting of items weighing less than 30 pounds, reaching and lifting above shoulders, carrying boxes of materials from one building to another, driving motor vehicle, climbing flights of stairs.

NOTE: Accommodations may be made for some of the essential functions/requirements listed for qualifying individuals who require and request such accommodations, due to a qualifying disability.

Reviewed - Human Resources: _____ Date: _____

Approved by – City Manager: _____ Date: _____

I have read and understand the contents of the job description:

Employee Signature: _____ Date: _____

