

**City of Saratoga, California
Administrative Analyst I/II, City Manager Department
Exempt**

ADMINISTRATIVE ANALYST I/II, CITY MANAGER DEPARTMENT

THE POSITION

This integral position within the City Manager Department is responsible for performing a wide range of complex, technical, administrative, and analytical activities in support of the organization and the operation of the City. This position reports directly to the City Manager or his/her designee.

Distinguishing Characteristics

Administrative Analyst I is the entry level class in the Administrative Analyst series. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Administrative Analyst II level and exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Administrative Analyst II is the journey-level class in the Administrative Analyst series. Positions at this level are distinguished from the Administrative Analyst I level by the performance of the range of duties as assigned, working independently, applying well developed knowledge, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Adequate performance at this level requires the knowledge of departmental or office procedures and precedents and the ability to choose among alternatives in solving many problems. Work is normally reviewed only on completion and for overall results.

EXAMPLES OF ESSENTIAL WORK (ILLUSTRATIVE *ONLY*): Duties may include, but are not limited to, the following:

1. Facilitates City programs and/or projects, including those related to public outreach and community relations including media relations;
2. Performs media and community relations duties, including preparation of a variety of press releases, responding to local media inquiries, working with public information officers as required, producing outreach or informational materials, such as event flyers, informational materials, the City Newsletter – The Saratogan, the Budget-in-Brief, and annual budget transmittal letter;
3. Conceptualizes, designs, and produces a variety of multimedia outreach materials utilizing Adobe InDesign, Adobe Photoshop, or other software programs;
4. Coordinates City events, such as Arbor Day and grand openings of City projects;
5. Oversees City online communications, including making updates on the City website, posting to City social media sites, and sending outreach emails;
6. Manages the recording, content and broadcasting of the Saratoga 1610 AM radio;

7. Prepares or assists in the preparation of a variety of materials for the City Council, such as speeches or background information;
8. Represents the City in meetings and events and serves as liaison with a variety of public agencies, community groups, and organizations;
9. Responds to internal and external inquiries, complaints, and requests for assistance by providing information where judgment, knowledge and interpretation are utilized, and confidential information is handled properly;
10. Independently coordinates, participates in, and facilitates community meetings on a variety of topics as needed;
11. Assists with intergovernmental relations, including public policy research and analysis; conducts special research projects, including gathering, compiling, and analyzing information to provide recommendations and alternative courses of action;
12. Coordinates the preparation of a wide variety of reports and presentations to the City Council, Commissions, staff, and outside organizations;
13. May identify grant opportunities, prepare grant proposals, and monitor grant activities to ensure compliance with stipulations and reporting requirements;
14. May oversee and facilitate community and outreach assignments and programs, such as Group Use Permits for City Parks, Special Event Permits for events on City-owned streets and parking lots, and the Median Banner program;
15. May prepare and administer contracts for projects and programs;
16. May prepare reports, manuals, bid proposals, requests for proposals, and other documents for special projects, programs, and research;
17. May serve as liaison to City Commissions including: ensuring that meeting notifications and recordkeeping occurs consistent with applicable State laws, providing professional guidance, issue analysis, and recommendations, making sure the intent of the Commission is not lost after a decision, and that it is conveyed to the City Council in a timely manner, presenting Commission recommendations to the City Council, and maintaining a positive working relationship with the Chair and Commission members;
18. May supervise staff as assigned; and
19. May be required to attend off-hour meetings and performs other duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of: Principles, methods, and practices of public administration; methods and techniques of data collection, research, report preparation, writing, and presentation; principles of business letter writing; principles and practices of state and local legislative process; principles and practices of project management, time management, and record keeping; public relations and customer service techniques; public speaking techniques; English usage, spelling, grammar, and punctuation; office procedures, methods, and equipment including computers and applicable software applications.

In addition to knowledge of the above, the Administrative Analyst II should have knowledge of: operational characteristics, services, and activities of the City and the City Manager Department; principles of city government administration, organization, and budget; principles and practices of program, policy, and procedure evaluation and development; pertinent federal, state and local laws, codes and regulations including the Brown Act and the Public Records Act.

Ability to: Perform essential duties of the job; perform a wide variety of responsible, complex, and diverse professional duties involving the use of independent judgment and personal initiative; understand the organization and operation of the city as a whole and outside agencies as necessary to assume assigned responsibilities; interpret and apply pertinent federal, state, and local laws, codes, and regulations as well as city departmental policies and procedures; conduct various studies and analyses on a wide variety of issues; analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; organize and direct a function, program, or project; coordinate a variety of tasks and assignments simultaneously; plan and organize work to meet changing priorities and deadlines; complete work with many interruptions, operate office equipment including computers and supporting applications; effectively respond to internal and external inquiries, complaints, and requests for assistance by providing information where judgment, knowledge and interpretation are utilized, and confidential information is respected and handled properly; communicate clearly and concisely, both orally and in writing; prepare a variety of media and community outreach materials; conceptualize, design, and produce a variety of multimedia outreach materials utilizing supporting software programs; develop and maintain effective working relationships with the Mayor, City Council, Commissions, staff, other government agencies, business groups, community partners, and the general public; some of whom may be dissatisfied and upset; adapt and be flexible; exercise personal initiative; and work independently.

In addition to the above abilities, the Administrative Analyst II should have the ability to: evaluate and develop improvements in operations, procedures, policies, and methods; prepare, analyze, and monitor a budget; perform administrative duties with minimal supervision; effectively administer a variety of programs, functions, and administrative activities; manage time effectively, adjust to changing priorities quickly, and meet deadlines in a fast paced and fluid work environment.

EXPERIENCE AND EDUCATION

- **Administrative Analyst I:** Bachelor's Degree and a minimum of two (2) years of progressively responsible experience in a closely-related position.
- **Administrative Analyst II:** Bachelor's Degree and a minimum of five (5) years of progressively responsible experience in a closely-related position, of which (2) of these years requires demonstrated successful time management and project management skills and abilities and demonstrated success in public administration work including performing administrative, analytical, budgetary, fiscal, policy, community outreach, social media, or program work requiring analysis and interpretation of data at a level comparable to an Administrative Analyst I with the City of Saratoga.

The position requires a Valid "Class C" California driver's license and a satisfactory driving record.

WORK ENVIRONMENT AND PHYSICAL DEMANDS The work environment and physical demands described here are representative of those required by an employee to perform to the essential functions of this job with or without reasonable accommodation.

Physical Demands

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment; and
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment, with frequent travel to a variety of field sites.

Environmental Elements

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances.

Environmental Requirements:

Under California law (California Government Code Section 3100-3109), all City of Saratoga employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Saratoga employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Working Conditions

May be required to attend off-hour meetings.