

**CITY OF FORT BRAGG
JOB DESCRIPTION**

JOB TITLE: **ADMINISTRATIVE ANALYST**

REPORTS TO: **DEPARTMENT DIRECTOR**

TYPE: Non-Exempt; FBEO

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

POSITION SUMMARY:

This journey-level classification is populated with multiple incumbent. Incumbents may be assigned to perform either the entire range of support functions and administrative and technical duties for a division or department or a broad range of functional program management duties for programs with department or City-wide impact. Responsibilities require a complete range of departmental policies, programmatic, or project operating policies and procedures. The Administrative Analyst may specialize in one program area or may have broader responsibility for multiple internal service functions. Incumbents may independently perform moderately complex professional or program management work and make independent decisions on routine activities; or may perform complex professional or program management under closer direction and exercise less independent judgement and discretion. The Administrative Officer in that the latter is responsible for the administration and management of programs or projects or all centralized administrative services for a department or major division with high visibility and substantial City-wide impact.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by higher-level department, division personnel and/or managerial staff. Responsibilities may include indirect supervision of technical and/or clerical staff.

CONFIDENTIAL

If assigned division and/or department works with confidential matters relating to

ESSENTIAL FUNCTIONS:

Physical Requirements:

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.

Constant sitting in a chair, keyboarding and visual contact with computer terminal; twisting in seated position; frequent bending, squatting, lifting boxes weighing 30 pounds or less, standing, walking, writing; occasional reaching above shoulders, driving, moving and servicing equipment such as copiers, scanners, fax machines, and climbing stairs.

Employee must:

- Be sufficiently adaptable to accept and perform in a timely and effective manner work assignments that are outside the normal day-to-day routine.
- Maintain courteous, professional and effective working relationships with other City employees and members of the public.

TYPICAL DUTIES AND RESPONSIBILITIES:

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

- Participate in the annual assigned department budget preparation process. Monitor departmental budget account activity.
- Prepare written staff reports or present recommendations and findings to decision-making bodies such as City Council or committee meetings.
- Attend and/or administer meetings for the purpose of preparing minutes (including Committee meetings), 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.
- Responds to inquiries from the public and handles or directs to appropriate staff.
- Maintain assigned web pages for assigned department and social media presence, including monitoring social media activity.
- Produce press releases, publicity flyers and announcements, public surveys, memos, letters and other public outreach.
- Provide front desk/reception assistance from time-to-time.
- Receive, review, and initiate approval process for invoices from vendors to ensure authorized and expensed to correct accounts.
- Support division/department with various reporting, including budgetary and financial reports.
- Review grants literature from local, state, federal and national foundations to identify resource availability.
- Collect, organize, and catalogue information regarding grants in support of department/division goals.
- Prepare grant applications and associated support documents.
- Monitor grant requirements during the project lifecycle and prepare reports as required.
- Process grant reimbursements and follow up with the Finance Department and or/grants overseer.
- Prepare grant close out documents; participate in any post-project audits.
- Organize, facilitate, and participate in community meetings as necessary.
- Proofread, publish, and distribute period reports from various entities as requested.
- Assist in identifying and writing standard operating procedures and guidelines related to departmental, division, and/or City-wide policies.
- Work on special projects and City Council goals as assigned.
- Perform other duties as assigned.

Administration

- Ensure compliance with applicable state, federal, and/or labor law and regulations to ensure City policies and practices are in compliance. Revise and update policies as needed.
- Administer the Visit Fort Bragg campaign and committee, contracts, associated projects, plans and budgets. (Administration)
- Assist in labor relations activities as a participant in labor relations, assist in cost analysis preparation, update Memorandum of Understandings, conduct salary surveys, and drafting side letter agreements. (Administration)

Police

- Supervises the records generated by the Fort Bragg Police Department, ensuring accuracy to meet State and Federal requirements.
- Handles the registration of all Sex, Drug, Gang and Arson registrants within the City limits, ensuring all registrations meet the State of California requirements.
- Processes applications, licenses, forms, fingerprints, report requests and other materials constituting the department's paper flow and record keeping.
- Maintain Confidential files in separate locked area of Records rolling files – Personnel Backgrounds, FTO training files, I.A's, Citizen Complaints, Sealed Juvenile Records – purge as required by City Retention Guidelines.
- Complete the process for arriving/departing employees, including creating personnel, training, and medical files, ordering departmental ID, and business cards, obtaining gas card, and ensure the completion of initial training and forms.
- Serve as Custodian of Records for the Police Department – Access Department of Justice (DOJ) Confidential Applicant Agency Justice Connection (AAJC) to obtain Livescan results for potential employees, volunteers, taxi permits, subsequent arrest notifications, and submit No Longer Interested notices upon employment termination.
- Create and submit multiple annual reports to (DOJ), such as Citizen Complaints, Death in Custody, Annual Custodian of Records Notification, and the Attorney General's Law Enforcement Personnel Report.
- Maintain necessary documentation for the Department of Motor Vehicle Employee Pull Program (EPN). Add and delete employees as necessary.
- Ensure all training is submitted through the Peace Officers Standards and Training (POST) Training EDI website and that reimbursement requests are submitted. Prepare response to POST Reimbursement Audit by the State Controller and be available for on-site audit of all training files involving reimbursement.
- Maintain Police Department Asset Forfeiture accounts ensuring payments are authorized and paid from the correct account.
- Present annual Asset Forfeiture report to Finance and Administration Committee.
- Assist with background investigations by providing background packets to candidates and scheduling required appointments.

Public Works

- Ensure compliance with applicable contractual and Labor Standards requirements in coordination with City Clerk, including: weekly payroll certifications, apprentice requests, fringe benefit statements, employee interviews, PWC-100 forms, etc. for construction projects.
- Assist engineering staff with capital projects including preparation of technical specifications, assemble bid documents, develop project timelines, and assist with bid openings.
- During construction tasks may include processing addenda, change orders, period pay estimates, create and maintain project files (paper and digital), attend project coordination status meetings, or any other task associated with project construction and management.

MATERIALS, EQUIPMENT AND TOOLS:

Personal computer and programs such as Microsoft Word, Excel and Publisher, telephone, FAX machine, calculator (10-Key type), copier, postage meter, printer, copier, scanner, binding machine, and scanner. Specialty applications as needed for assigned department.

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 personnel administration.
- Principles and practices of organizational and public administration.
- Principles and practices of program management, analysis, and coordination.
- Standards for accounting for financial transactions, budgeting, and preparation of financial reports.
- Principles and practices of communicating, administering, and accounting for grants, contracts, and other assigned departmental activities.
- Strong writing, editing, and verbal skills for a wide variety of documents, and public communications.
- Specialized language and terminology for assigned department and/or division technical specifications, documents and projects.
- 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 a variety of purposes specific to the assigned department.

JOB TITLE: ADMINISTRATIVE ANALYST

- Perform responsible and higher-level 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.
- Organize work to meet deadlines in a very fluid work, with multiple and often conflicting priorities, environment.
- Compose and prepare correspondence, reports, minutes, agendas, applications, Requests for Proposals, contracts, and other written work products efficiently and accurately.
- Maintain a friendly and pleasant attitude, deal tactfully, politely, and effectively with the City Council, senior staff, employees, retirees and the public.
- Establish and maintain effective and cooperative working relationships with department/division heads and supervisors, co-workers and the public.
- Maintain confidentiality and exercise good judgement in relaying information and recordkeeping.

REQUIRED EXPERIENCE/EDUCATION

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

DESIRABLE EXPERIENCE/EDUCATION:

- Master's degree in related field and/or;
- Professional certification in the functional area of assignment.

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

Reviewed - Human Resources: _____ **Date:** _____

Recommended - Department Head: _____ **Date:** _____

Approved by – City Manager: _____ **Date:** _____

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

Employee Signature: _____ **Date:** _____

Job Created: 2/24/2023
Revision:

