

ADMINISTRATIVE & FINANCIAL ANALYST

DEFINITION

Under direction, the Administrative & Financial Analyst provides responsible professional staff assistance to the Administrative Services Department and performs specific and comprehensive analyses of a wide range of municipal policies, organization, procedures, financial systems, and services.

DISTINGUISHING CHARACTERISTICS

Under direction, this classification performs complex professional, analytical and administrative support activities for the Town including comprehensive and sensitive special projects and studies. Incumbents may participate in and coordinate budget preparation and monitoring; personnel hiring, evaluation and discipline; account reconciliation; labor relations; training; workers' compensation or risk management. Incumbents also perform special projects.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by the Administrative Services Director or the Town Manager. Assignments may require direct and indirect supervision of technical, office and support services personnel.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS/DUTIES

Essential Duties:

The following duties are considered essential for this job classification:

Manage various departmental programs as assigned; compile and analyze data and make recommendations on the formulation of policies and procedures and staffing and organizational changes; prepare grant applications on behalf of the Town and monitor grant implementation; conduct surveys and perform research and statistical analyses on administrative, fiscal, personnel, and operational issues; respond to complaints and requests for information; prepare recommendations on a variety of municipally-related subjects; prepare Town Council reports, resolutions and ordinances; make staff presentations to the Town Council and other governmental and community bodies; confer with department heads regarding information requirements and cost control procedures; review and report on the budget status of various activities; monitor federal grants to ensure compliance with established regulations; assist in budget preparation and review, analyzing and monitoring financial information and making related recommendations; coordinate activities with other Town departments and with outside agencies.

Additional Duties:

In addition to the duties listed in the Essential Duties section, employees in this classification may perform the following duties. Provide staff assistance to a variety of boards, commissions, and neighborhood committees; develop control and reporting procedures and forms; represent the Town in community and professional meetings as required; and perform related duties as assigned

QUALIFICATIONS

Experience and Education:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Sufficient local government administrative experience is desirable;

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major work in public or business administration or a closely related field. Two years of applicable local government service can be substituted for each year of college deficiency.

Knowledge of:

Principles and practices of public administration; principles, methods, and practices of municipal finance, budgeting, and accounting; management and research techniques and procedures and methods of report presentation; grant preparation and monitoring; computer software applications related to the work.

Ability to:

Communicate clearly and concisely, orally and in writing; maintain harmonious relationships with those contacted in the course of work; review and analyze organizational and administrative issues and recommend and implement effective courses of action; properly interpret and make decisions in accordance with laws, regulations, and policies; work effectively with community groups and organizations; coordinate complex projects and meet established deadlines; effectively manage conflicting priorities.