

ADMINISTRATIVE ANALYST

Code No.: 3-18-028

930000

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a technical position involving the investigation and analysis of existing procedures and fiscal aspects of a municipal department or program and the recommendation of new practices designed for increased efficiency and better fiscal control in that organization. Work is performed under the direct supervision of a higher ranking administrative employee. Does related work as required.

TYPICAL WORK ACTIVITIES:

Conducts field audits and job evaluations;

Participates in feasibility studies and makes subsequent recommendations;

Analyzes budget requests of departments and agencies including capital expenditures;

Analyzes proposals and prepared grant applications for federal or state funded programs;

Maintains a comprehensive inventory of programs financed through federal and state grants;

Develops flow charts and tables of organization;

Makes recommendations concerning the expanded use of data processing methods.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the functions of municipal government; good knowledge of municipal government; good knowledge of the principles of public administration and municipal fiscal planning; good knowledge of federal and state grant programs and their relation to local government; good knowledge of data processing methods; good oral and written communication skills; ability to make fiscal, organizational and management analyses; ability to prepare concise oral and written reports; ability to develop new operating procedures, organizational structures, and fiscal policies and to evaluate these new procedures, organization and policies; ability to establish and maintain effective working relationships with others; good judgment; initiative; thoroughness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, plus EITHER:

- (A) Two (2) years of paid full-time or its part-time equivalent experience in administrative analysis, budget analysis, grants application, municipal management, or analysis of fiscal or monetary programs for a public or private institution, agency, or department; OR,
- (B) A Master's degree in Business Administration, Public Administration or Urban Administration plus one (1) year of experience as indicated in (A) above.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

REVISED: May 3, 1984