

SENIOR ADMINISTRATIVE ANALYST

Code No.: 3-18-038
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a senior level staff position involving the analysis of operating procedures and review of the financial aspects of complex, municipal programs. The Senior Administrative Analyst reports directly to, and works under the general supervision of a department, division or agency head. General supervision may be exercised over technical or clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.):

Conducts method and systems studies of departmental and federal, state, and local program procedures;

Proposes organizational and procedural modifications;

Prepares narrative reports;

Collects, summarizes, and organizes input of budget requests;

Develops departmental budget requests;

Analyzes budget requests of departments and agencies including capital expenditures;

Assists in the presentation of budget request;

Analyzes proposals and prepares grant applications for state/federally funded programs;

Conducts feasibility studies and makes subsequent recommendations;

Works with planning agencies and community groups to encourage their participation in grant programs;

Attends and participates in individual and/or joint meetings;

Conducts research for a variety of special assignments;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the functions of municipal government; good knowledge of the principles of public administration and municipal fiscal planning; good knowledge of Federal and/or State grant programs and their relations to local government; working knowledge of computer applications such as Microsoft Word, Excel, Access, and Power Point; ability to develop tables and charts; ability to make fiscal, organizational and management analyses; ability to prepare concise oral and written reports; ability to develop and evaluate new operating procedures, organizational structures, and fiscal policies; ability to work well with others; 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) Three (3) years paid full-time or its part-time equivalent experience in administrative or program analysis, fiscal analysis, budget analysis, grants application, or program coordination; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Business Administration, Public Administration, Public Policy, or Urban Administration, or a closely related field plus two (2) years of experience as described in (A) above.
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

Monroe County Civil Service Commission

REVISED: June 29, 1978
REVISED: May 4, 2000
REVISED: March 7, 2002
REVISED: December 5, 2019