

ASSOCIATE ADMINISTRATIVE ANALYST

Code No.: 3-18-065
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory professional position involving assisting in the analysis and development of operational procedures, organizational structures and fiscal policies of municipal programs. The employee reports directly to, and works under general supervision from a department head or other administrator. Wide leeway is allowed for the exercise of independent judgment. General supervision is exercised over a clerical staff. 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 studies and makes recommendations concerning fiscal policies, organizational structures and operating procedures for municipal programs;

Assists in developing and administering operational procedures and other activities for municipal programs;

Reviews reports, analyses and grant applications prepared by other staff;

Prepares and administers program budget;

Prepares bid specifications for the purchase of supplies and equipment;

Supervises preparation, maintenance and updating of department payroll;

Prepares reports and memorandum regarding program activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the functions of municipal government; thorough knowledge of the principles of public administration and municipal fiscal planning; good knowledge of Federal and State grant programs and their relations to local government; ability to supervise operating procedures of municipal programs; ability to supervise staff; ability to make fiscal, organizational and management analysis; ability to communicate well both orally and in writing; ability to establish and maintain policies and procedures pertaining to budget, billing, payroll and purchasing; ability to develop and evaluate new operational procedures, organizational structures and fiscal policies; ability to establish and maintain effective professional relationships; good judgment; 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) Four (4) years of paid full-time or its part-time/volunteer equivalent experience in administrative analysis, fiscal analysis, budget analysis, grants application, municipal management; 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 or Urban Administration, plus three (3) years of experience as described in (A) above; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.

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: June 29, 1978

REVISED: February 18, 1988