



## TOWN OF LOS GATOS

# SENIOR ADMINISTRATIVE ANALYST

Class Code: 2140  
Department: Various Departments  
Supervisor: Department Director

Management / At-Will  
FLSA Status: Exempt

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

### **CLASS SUMMARY**

Under general direction, performs complex responsible professional and analytical duties in providing staff assistance to department directors or other management personnel; conducts special studies, surveys, and research assignments in a variety of administrative and operational procedures and topics, often with departmentwide, cross-departmental, and/or major financial impact; prepares effective written reports and presents recommendations to senior management, boards, commissions, community groups, and the Town Council. This position requires both breadth and depth of use and application of theories, concepts, and techniques used, and a thorough understanding of policies and procedures. Incumbents are expected to be capable of performing a variety of management analysis techniques and procedures. The Senior Administrative Analyst is reserved for the most significantly responsible assignments requiring complex analysis, independent judgement, and formulation of important recommendations.

### **DISTINGUISHING CHARACTERISTICS**

The Senior Administrative Analyst is an "At-Will," advanced journey level classification. Positions in this class are able to perform the full range of duties, as assigned, independently with only occasional instruction or assistance as new or unusual situations arise. This classification is distinguished by the high degree of independence and level of responsibility, the greater complexity of work assigned, management of large programs and/or supervisory responsibility for one or more professional, technical, and/or support staff.

### **SUPERVISION RECEIVED AND EXPECTED**

Receives general supervision from the Department Director. Exercises direct and general supervision over professional, technical, and/or support staff.

**EXAMPLES OF ESSENTIAL FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

Essential and other important responsibilities and duties may include, but are not limited to, the following:

- Assists in the development of goals, objectives, policies and procedures; investigates, interprets, analyzes and prepares recommendations in relation to proposals for new programs, grants and/or services; analyzes, interprets and explains Town policies and procedures; confers with members of the public to explain procedures and policies.
- Prepares the annual budget for assigned department; prepares cost estimates for budget recommendations; monitors and controls the budget; conducts revenue and expenditure forecasting and research.
- Evaluates operations and activities of assigned responsibilities; recommends improvements and modifications; prepares various reports on operations and activities.
- Participates in the selection of staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.
- Supports department directors, senior policy makers and elected officials on budgetary, administrative and financial matters.
- Analyzes and develops processes, procedures, work simplification, computer applications, and methods of achieving intended outcomes.
- Performs a variety of financial and budgetary analysis for the development of long term policy and fiscal impacts and makes recommendations based on findings.
- Develops and implements internal and external community strategies, programs and information delivery methods.
- Coordinates and implements programs, policies and procedures for an assigned department and program.
- Participates in the development of requests for proposals; develops and administers contracts and oversees the work of contractors and vendors.
- Performs a variety of complex data gathering, analyses, and report writing activities on a special project basis.

- Confers with and represents the Department in meetings with other Town Departments; serves as the Town representative with a variety of public, business, community groups, and organizations; and fosters collaborative working relationships.
- Prepares periodic reports on routine operations and special reports/studies, as required.
- Increases knowledge base and learns new skills in a continuous effort to become a more productive team participant and subject matter expert.
- Builds and maintains positive working relationships with co-workers, other Town employees, organizations, and their representatives, and the general public exhibiting effective customer service and communication skills.
- Prepares and makes presentations to the Town Council, Town Commissions, advisory bodies, neighborhood groups, local businesses, and community organizations.
- May be assigned as a Disaster Service Worker, as required.
- Performs other related duties as assigned.

## QUALIFICATIONS

### *Knowledge of:*

- Project management methods; research and statistical analysis and theory.
- Report writing techniques and advanced principles and practices in assigned area of responsibility.
- Applicable Federal, State, and local laws, rules and regulations.
- Principles, methods and procedures of management, organization and budgeting.
- Computer applications, including advanced proficiency with spreadsheet, database, word processing and presentation software.
- Principles and practices of employee supervision, including work planning and assignment, review and evaluation, and the training of staff in work procedures.
- Principles and practices of local government processes and government programs in assigned area of responsibility.
- Conflict resolution skills.

- Professional level writing techniques, including proper grammar, spelling, vocabulary, and punctuation.

*Ability to:*

- Prepare and analyze complex budgets and data.
- Develop and analyze complex problems and/or programs, evaluate alternatives, and implement creative recommendations.
- Interpret and explain pertinent Town and department policies and procedures.
- Organize work, set priorities, meet deadlines, and complete assignments independently.
- Effectively represent the Department and the Town in meetings with governmental agencies, community groups, businesses; professional, educational, and regulatory organizations.
- Establish, maintain, and foster positive and effective working relationships and networks with those contacted during work.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Prepare and present clear, concise, and logically written and oral reports, correspondence, policies, procedures, and other written materials.
- Manage and advance multiple priorities, to meet established timelines.
- Operate modern office equipment, including computer equipment and software programs relevant to the work performed.
- Communicate effectively in person, over the telephone, and in writing.
- Consistently demonstrate professionalism, ethical integrity, and exceptional customer service.
- Celebrate the achievements and success of the organization.

*Skill in:*

- Using computers and related software applications.
- Public speaking.
- Developing and implementing programs.

- Collecting, interpreting and evaluating narrative and statistical data pertaining to fiscal and management matters and translating these results into coherent well-written reports or presentations with effective recommendations.
- Analyzing and understanding complex issues in an assigned area of responsibility and developing effective recommendations.
- Completing multi-faceted projects with attention to detail.
- Managing and organizing large amounts of data in an accurate and easily understandable manner.
- Using independent reasoning to solve complex problems.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

- Bachelor's Degree from an accredited college or university in Public Administration, Business Administration, Finance, Political Science or a related field; and
- Four (4) years of increasingly responsible analytical or administrative experience, two years of which is at the journey level including some lead or supervisory experience. A Master's Degree in Public Administration is highly desired.

**License and Certification:**

- California Class C Driver's License and a safe driving record or the ability to provide alternative transportation as approved by the appointing authority.

**PHYSICAL DEMANDS**

This is a moderately sedentary office classification although standing and walking between work areas is required. Individual(s) in this class must possess the mobility to work in a standard office setting and use standard office equipment, including a computer; visual acuity to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator, and to operate standard office equipment. Person(s) in this classification occasionally bends, stoops, kneels, reaches, climbs, and walks; and pushes and pulls drawers open and closed to retrieve and file information. Employee must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

<b>Climbing</b>	Rarely	<b>Balancing</b>	Occasionally	<b>Stooping</b>	Occasionally
<b>Kneeling</b>	Occasionally	<b>Lifting</b>	25 lbs.	<b>Fingering</b>	Frequently
<b>Crawling</b>	Occasionally	<b>Reaching</b>	Occasionally	<b>Standing</b>	Occasionally
<b>Talking</b>	Frequently	<b>Grasping</b>	Frequently	<b>Walking</b>	Occasionally
<b>Hearing</b>	Frequently	<b>Feeling</b>	Occasionally	<b>Pushing</b>	25 lbs.
<b>Crouching</b>	Occasionally	<b>Running</b>	Never	<b>Carrying</b>	25 lbs.
<b>Pulling</b>	25 lbs.	<b>Seeing</b>	Frequently		

**ENVIRONMENTAL ELEMENTS**

Employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

**WORKING CONDITIONS**

May be required to work a varied schedule of hours, which may include early mornings, evenings, weekends, and holidays.

*In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Human Resources Department.*

*The Town of Los Gatos is an Equal Opportunity Employer.*