

CITY OF PLYMOUTH

ADMINISTRATIVE ANALYST

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

Under the supervision of the City Manager, an employee assigned to this position performs a variety of complex professional, technical, administrative and analytical works in support of assigned department, division, function, or program area; to assume responsibility for the management and administration of a specific program area; to recommend action and assist in policy, procedure, work methods, and budget development and implementation for area of assignment; to perform a variety of analytical tasks relative to assigned area of responsibility; to coordinate assigned activities with other functions, divisions, outside agencies, and the general public; and to provide responsible staff assistance in support of the assigned department.

An employee in this position performs in support of the City Manager and other department heads. Provides a variety of analytical work in the development and implementation of City programs; responds to inquiries regarding City rules, policies and procedures; and, as assigned, assists with other administrative services duties, such as utility billing, accounts payable and receivable, purchasing, and customer service; assists with City Clerk's Office duties such as public noticing, filing, and the safekeeping of City records; supports the operations and services of the City Clerk's Office, including the performance of statutory duties and the preparation, posting and maintenance of agendas, minutes and records for the City Council and other commissions; assists City Clerk's Office with the City's records management and retention program.

CLASSIFICATION

This position is full-time; non-exempt; and confidential.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties of this class include, but are not limited to the following:

- Analyze and participate in development of new and existing programs and special projects to increase efficiency; consult with City personnel and outside agencies; develop recommendations.
- Provide assistance in resolving operational problems; identify problem areas and issues; conduct research to find alternative solutions; make recommendations; assist in implementation of recommendations.
- Coordination of Planning projects. Explains processes and procedures for obtaining appropriate Planning permits.
- Assist the Building Department with building permit processing and inspection coordination.
- Maintain building permit database records.
- Interprets, applies, and explains applicable municipal codes, zoning ordinances, building codes, and other related laws, codes, and regulations to the public.
- Provide essential information to public via CodeRed, Social Media platforms and city website.
- Provide staff assistance to Department Heads; participate on a variety of committees;
- Reporting and implementation of grants for various City projects and/or programs.
- Provide assistance to City Manager as needed.
- Maintain an accurate record of the proceedings of City Council meetings and other public meetings as needed.
- Maintain positive working relationships with representatives of community organizations, state/local agencies and associations, management and staff, and the public.

MINIMUM QUALIFICATIONS

Education and Experience:

- Graduation from an accredited college or university with an Associate's Degree in accounting, business administration, public administration, economics or related field or any combination of training and experience that could provide the required knowledge, skills and abilities necessary for the position is preferred but not required
- Three (3) years of increasingly responsible experience in administrative and analytical experience preferably in a government agency,
- Possession of a valid California Class C Driver's License at time of appointment.

PREFERRED QUALIFICATIONS

- Certification of a Certified Municipal Clerk (CMC) or ability to obtain within three-years of appointment.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles and practices of project management.
- Principles and practices of local government operations.
- Methods and techniques of research and statistical analysis.
- Principles of business letter writing and basic report preparation.
- Organizational policies and procedures of municipal government.
- Principles, structure, and organization of public sector agencies.
- Modern office procedures, methods and equipment including computers.

Ability to:

- Perform complex professional, administrative and analytical work in support of City operations.
- Conduct a variety of research, analyze data and prepare clear and concise reports.
- Collect, evaluate, and interpret information and data from multiple sources.
- Conduct or participate in various organizational, fiscal, and administrative studies and analyses including those on new and existing programs and special projects.
- Research, analyze and evaluate new service delivery methods and techniques.
- Interpret and apply federal, state and local policies, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Perform mathematical calculations quickly and accurately.
- Interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately, clearly and concisely.
- Organize, prioritize and follow-up on work assignments; work both independently and as part of a team.
- Exercise sound decisions within established guidelines; analyze a complex issue and develop and implement an appropriate response.
- Identify existing and potential obstacles to the completing of duties, and to effectively communicate alternative solutions.
- Interpret planning permit applications and determine appropriate level of approval needed

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, hear, walk, stoop, bend, lift and/or move up to 25 pounds; use hands and fingers to handle or feel objects, tools or controls; reach with hands and arms. Specific vision abilities required by this job include close and faraway vision and the ability to adjust focus.

WORKING CONDITIONS

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

- Require vision (which may be corrected) to read small print.
- Require hearing, correctible with electronic devices.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects; lower body mobility may not be required.
- Perform work, which is primarily sedentary, and is subject to inside environmental conditions.
- May be required to use personal vehicle in the course of employment.
- May be required to work at a video display terminal for prolonged periods.
- May be required to work evenings and weekends.