

MUNICIPAL ADMINISTRATIVE ANALYST

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility to analyze and devise solutions to administrative and managerial problems to improve the effectiveness and efficiency of programs and operations. Under the general supervision of the Town Supervisor and Town Board, an employee in this class plans, develops, analyzes, evaluates, and advises on, and improves such management concerns as organization structures, work methods and procedures, program and policy evaluation, and management control systems. The analytic process typically identifies problems inhibiting meeting committee/agency goals; developing a plan to eliminate problems; collecting and analyzing data; developing and recommending solutions; and leading, assisting in, or participating in implementation and evaluation of recommendations. The nature of the work requires analytical ability and judgment in the areas of methods development, problem identification, and recommendations. Employees in this class may provide supervision to lower level titles.

TYPICAL WORK ACTIVITIES:

1. Analyzes various procedures and internal operating methods to determine efficiency and cost effectiveness; recommends changes if needed;
2. Represents town at various countywide symposiums, area meetings, etc.; summarizes, prepares report to administrator and makes recommendations on action required;
3. Gathers additional background information on assigned issues through a review of related reports and documents and interviews with town officials, contractors, and the general public;
4. Prepares factual written reports to inform supervisor of status of projects to make recommendations, and to elicit guidance on changes in approach when warranted;
5. Analyzes data pertaining to the problem to be solved in order to develop appropriate findings;
6. Prepares pertinent analyses when appropriate, such as cost/benefit analysis, system alternatives or alternative problem solutions analysis;
7. Meets with individuals, citizen groups, developers, town-appointed committees and boards, municipal and county agencies, local elected officials, and the general public to explain and promote Town policies and programs;
8. Drafts reports of studies, including findings and recommendations along with supporting charts and documents, for review by supervisor;
9. May make oral presentations to local elected officials and other concerned parties to describe research findings, the benefits to be obtained, and to answer questions concerning projects and programs and their implementation to ensure all concerned have an accurate and uniform understanding and to foster their cooperation and support;
10. May coordinate the efforts of subordinate employees in compiling portions of specific studies, surveys, projects and special documentation;
11. Does related work as required.

MUNICIPAL ADMINISTRATIVE ANALYST (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Working knowledge of effective organization and management principles and practices;
Working knowledge of the techniques and methods used in administrative analysis;
Working knowledge of the organizational structure, goals and objectives of the municipality, as well as specific programs and operations;
Working knowledge of pertinent laws, rules, regulations, and procedures governing the operation of the agency and of specific programs;
Working knowledge of various software packages;
Ability to gather and organize pertinent data;
Ability to effectively utilize the techniques of administrative analysis;
Ability to identify, recognize and develop solutions to management and organizational problems;
Ability to prepare detailed written reports and procedures;
Ability to support recommendations both orally and in writing to supervisory and affected program staff;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school and:

- Either: (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and six years of professional level work experience in public or private business administration, or administrative analysis, at least two years of which must have been in a supervisory capacity;
- OR: (B) Ten years of professional level work experience in public or private business administration, or administrative analysis, at least two years of which must have been in a supervisory capacity;
- OR: (C) An equivalent combination of training and experience within the limits of "A" or "B" above.