

**CITY OF FONTANA**  
**SENIOR ADMINISTRATIVE ANALYST**

**DEFINITION:** Under general supervision, supervises, organizes, and participates in administrative support activities; performs a variety of complex professional tasks involved in the development, analysis and evaluation of City programs and budgets; and conducts special studies and analysis as required.

**ESSENTIAL FUNCTIONS:** The incumbent must have the ability to:

- Plan, prioritize, assign, supervise and review the work of staff involved in the analysis and development of City programs and services; schedule and review activities to ensure that work is completed in a timely and appropriate manner; direct and participate in special studies.
- Develop and review budget allocation proposals for assigned department; develop and coordinate policies and procedures for the budget development process; monitor departmental expenditures.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Lead and participate in complex financial analyses of proposed policy changes; serve as a liaison between departmental management teams; provide information and analytical support involving major projects of City-wide interest.
- Answer questions and provide information to department staff concerning technical or statistical issues; investigate problems and recommend corrective action as necessary to resolve problems.
- Design, plan, supervise and participate in a variety of studies; provide recommendations for improving the operational efficiency of assigned department.
- Coordinate unit activities with those of other departments and divisions.
- Attend and participate in meetings and committees.
- Coordinate departmental purchasing activities including negotiation with vendors and suppliers of necessary department materials and equipment.
- Perform any other tasks or functions deemed necessary to the daily operations of the employer.

**THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.**

**WORKING CONDITIONS:** Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer, and acute hearing is required when providing phone service and communicating in person. The need to lift, drag, and

push files, computer reports, or other materials weighing up to 25 pounds also is required.

**EXPERIENCE AND TRAINING GUIDELINES:**

A combination of experience and training that would provide the required knowledge and abilities is qualifying. The incumbent must have knowledge of:

- Principles and practices of public administration and public finance.
- Principles of supervision, training and performance evaluation.
- Principles and practices of budget development.
- Principles of economics, financial analysis, and cost-benefit analysis.
- Principles of statistics and research.
- Pertinent Federal, State and local laws, codes and regulations.

**Experience:** Three (3) years of responsible experience in the evaluation of management systems, programs and budgets including one year of lead responsibility.

**Education:** Bachelor's degree from an accredited college or university with major coursework in business or public administration, personnel or a related field.

**Licenses/Certifications:** Possession of, and continuously throughout employment, a valid California Class C Driver's License.