



## **ADMINISTRATIVE OPERATIONS ANALYST**

**DISTINGUISHING CHARACTERISTICS:** This is a senior, executive-level administrative support position within the County Administrator's Office. The Administrative Operations Analyst is responsible for completing a variety of tasks involving matters that are highly sensitive and confidential in nature which require a strong degree of discretion, good judgment, and tact. The Administrative Operations Analyst will review, research, and evaluate data, work independently and under supervision to complete assigned projects; provide outstanding customer service while interacting with a diverse group of public stakeholders including internal contacts at all levels of the organization; perform data analysis, prepare reports, make recommendations, and conduct presentations; support budget staff and be intimately involved in the creation and management of the annual budget; participate in leadership meetings, oversee action items to ensure completion, manage, organize, and maintain the CAO's schedule and calendar, and other important files, policies, and confidential data; and coordinate travel arrangements for CAO and other officials; as well as other related duties.

This position is expected to function with a high level of autonomy and is expected to take a great degree of initiative.

### **Examples of Duties**

#### **Typical Duties:**

Duties may include, but are not limited to, the following:

- Plans, organizes, manages, and/or oversees large and small projects in a variety of issue areas under the supervision and at the request of the CAO.
- Responds to requests for information from within the County as well as from federal, state, and local agencies; researches, analyzes, and presents information as requested.
- Monitors, researches, reviews, and analyzes existing and new legislation and examines its affect on the County's operations; makes recommendations and provides alternatives to the County, departments, or special project teams consistent with legislative guidelines and requirements.
- Prepares agreements, contracts, requests for proposal and requests for qualification, financial spreadsheets, correspondence, reports, charts, graphs and with guidance and at the request of the CAO.
- With guidance, writes, administers, and oversees grants that further County goals in a variety of different subject areas and impacting a wide variety of Departments.
- Facilitates the development and implementation of countywide programs and projects upon the request and guidance of the CAO.
- Participates in special projects; may act as lead in a team project.

- ♦ Serve as a part of the budget team in support of the annual County budget.
- ♦ Attends and participates in various board, commission and committee meetings as assigned and as a liaison from the CAO's office.
- ♦ Plans, organizes, manages, and/or oversees large and small projects in a variety of issue areas under the supervision and at the request of the CAO.
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- ♦ Facilitates the development and implementation of countywide programs and projects upon the request and guidance of the CAO.
- ♦ Participates in special projects; may act as lead in a team project.
- ♦ Serve as a part of the budget team in support of the annual County budget.
- ♦ Attends and participates in various board, commission and committee meetings as assigned and as a liaison from the CAO's office.
- ♦ Maintains awareness of and participation in external professional environment and resources to ensure the highest level of professional standards is applied to service delivery within the County.
- ♦ Builds and maintains positive working relationships with co-workers, County management and staff, special interest groups, and the general public utilizing principles of effective customer service.
- ♦ Performs designated administrative services.

### **Typical Qualifications**

#### EMPLOYMENT STANDARDS:

##### **Minimum Qualifications:**

Equivalent to graduation from a four-year college or university with major coursework in business or public administration, management, or closely related field with knowledge and understanding of governmental grant administration and monitoring; plus two years of County Government work experience; OR

Six years of office or program administrative experience performing a broad range of professional, analytical and/or administrative duties in the areas of general administration, personnel, fiscal, staff development, or program analysis work.

**Knowledge of:** The organization, services, programs, and functions of county government; services and programs of other governmental agencies; federal and state legislative and regulatory processes; principles and best practices related to data analysis, data visualization, graphic design, visual communication and presentation; technical savvy including web software and design, principles and practices of grant writing and grant management, budgeting, project management, and appropriate professional demeanor when interacting with high-level officials.

**Ability to:** Analyze situations and data and make sound decisions; present ideas and information effectively maintain confidentiality of sensitive information; work independently with minimum supervision; consult with and advise high-level officials on a wide variety of matters; multitask effectively despite interruptions; organize documents and data; keep accurate records; learn the County's budget and agenda review processes; meet strict deadlines; adjust to changing priorities; represent the County with tact, professionalism, and diplomacy; understand, interpret, and apply laws, rules, and regulations as they relate to various areas of responsibility; interact and communicate tactfully and professionally with a wide range of people, including high-level government officials, community leaders, union representatives, county employees, and members of the general public.

**Typical Physical Requirements:** Sitting for extended periods of time daily; standing and walking short distances. Minimal twisting, bending, stooping, and lifting in the performance of assigned duties. Normal manual dexterity and eye-hand coordination required. Repeated hand-wrist movement required. Ability to lift and move objects weighing up to 25 lbs.

Corrected vision to normal range; normal hearing and talking is required for verbal communications. Ability to use variety of office equipment and machines; occasionally run errands and drive a motor vehicle.

**Typical Working Conditions:** Most assigned work is normally performed in an office environment. Continuous contact with departmental and County staff, management, general public, individuals, and other outside organizations. Some travel may be required.

**Special Requirements:** Must possess or obtain by appointment date a valid operator's license issued by the State Department of Motor Vehicles.

