

---

# **EMPLOYMENT OPPORTUNITY**

## **Part Time Administrative Analyst**

**\$21.87 -27.99**

**Open Until Filled**

### **THE POSITION**

The City of Chowchilla is seeking an Administrative Analyst, under general direction, who performs a variety of professional, technical, analytical, and administrative duties. Who works closely with and provides highly responsible staff assistance to a City Department, or Division Head, or designee.

Incumbents are expected to assist in programs administrative and/or assist in budget preparation and administration. Specific duties of positions in this class may vary from each other depending upon the assigned department. Work in this mid-management classification is distinguished by the greater complexity of the assignments received and by the greater independence with which an incumbent is expected to operate.

### **Prerequisites**

Any combination equivalent to experience and education that could likely provide the required knowledge, skill and ability is qualifying. A typical way to obtain knowledge, skill and ability would be:

- Two years of increasingly responsible administrative and analytical experience preferably in a government agency
- Equivalent to Graduation with a degree from an accredited college or university with major work in public or business administration or a closely related field.
- A valid class C California driver's license.

### **Qualifications/Requirements**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of municipal government functions specifically related to project assignments. Principles and practice of organization and public administration, municipal budget preparation and analysis. Application Federal, State and local laws, rules and regulations regarding operation of assigned department or division. Modern office methods including keyboard skills, computer usage and applications.
- Skills in research, planning and statistical methods. Preparation of organizational and procedural studies and preparation of comprehensive reports.
- 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. Research, analyze and evaluate new service delivery methods and techniques. Interpret and apply Federal, State and local

policies, laws and regulations. Develop and maintain effective working relationship with City employees, members of other agencies and the general public. Communicate effectively in written and oral form.

### **Essential Functions**

- Conduct surveys and perform research and statistical analysis on administrative, fiscal, and operational issues and laws.
- Responds to inquiries and request for information.
- Provides staff support to Department Head, City Commissions, Board and Committees, including agenda preparation, reports and related duties.
- Assists in the coordination and administration of a departmental program.
- Provides operations assistance to Department or Division Head as part of special assignments.
- Analyzes and reports on the budget status of various projects.
- Develops, maintains and analyzes project and program status/tracking systems to monitor progress, efficiency and cost effectiveness.
- Operated various computer applications to compile and analyze information.
- Coordinate Department activities with commissions, committees, other City departments and divisions, City Attorney and outside agencies.
- Prepare and submit grant applications; monitor grant awards, ensure compliance with conditions of approved grants.
- Type and proofread a variety of documents including reports, memos, and statistical charts from oral dictation, rough drafts, forms, copies, notes, or transcribing machine recordings.
- Assists in the planning, design, and implementation of project or project elements related to area of assignment; participates in processes to define scope and schedule; participates in implementation processes.
- Assumes responsibility for project management and providing coordination of resources for projects; determines project short and long-term needs and develop recommendations; designs processes and procedures to implement, maintain, and/or manage functional area resources; determines methods and procedures on new assignments.
- Provides assistance in resolving operational and administration problems; identifies problem areas and issues; conducts research to find alternative solutions; makes recommendations; assists in implementation of recommendations.
- Performs a variety of technical, programmatic, administrative, advanced clerical and routine staff and analytical duties requiring the application of specific program knowledge and administrative, secretarial, and clerical skills and related programs or functions; assumes responsibility for specific program area duties; provides assistance in administrative and operating programs as assigned.
- The inventory, data analysis and description of highway or other transportation facilities, conditions or performance.
- Assists with the development and/or coordination of transportation plans or policies, and the development of projects for transportation facilities and/or service improvements
- Performs complex accounting duties in the preparation of financial documents, records, apportionments, and reports; initiates inter-program contracts; researches, calculates, and prepares payments to state and federal agencies and other vendors; maintains chart of accounts; prepares a variety of accounting forms including journal entries, transfer vouchers, and wire transfers; assists in the year-end closing process; reviews and reconciles cash and account balances; assists in the development and training of new procedures as needed.
- Assists with compiling and developing budgets; performs complex calculations for revenue projections; consults with appropriate personnel regarding budget needs and prepares necessary budget transfers and revisions; monitors expenditures and income related to budget to assure availability of funds; assists district and county staff in complying with local, state, and federal regulations and monitors workflow timelines to

meet required deadlines; determines if budgets comply with criteria and standards adopted by the State; researches and analyzes discrepancies; and processes appropriate correction transactions.

- Examines accounting data for accuracy, appropriateness and documentation; audits documents submitted for payment for compliance with city policies and state guidelines; assists staff in interpreting law, rules, and regulations, and clarifying procedures; recommends solutions; answers inquiries and provides data for auditors, local, state, or federal agencies; prepare and maintains mandated documents as required.
- Administer city policies, procedures, and programs; coordinate and oversee lease/rental agreements. Issue correspondences to tenants to advise of activities and City actions that affect tenancy and leases such as lease adjustments, repairs, gate code changes, etc.
- Provide recommendations for contract services; improve and modify existing services as necessary. Develop and maintain list of providers and quotes for services and parts, order parts and equipment, and maintain an inventory of pertinent parts.
- Monitor budget to ensure availability of funds for all purchases; assist in budget preparation and mid-year budget requests; coordinate Capital improvement and other projects.
- When required conduct annual airport inspections including fire extinguishers and fueling plant; facilitate fire inspections.
- When required issues critical communications such as Notice to Airmen (NOTAMS) and Press Releases; understand, implement and insure compliance with Municipal, State and Federal regulations as they relate to airport operations.
- Inspect and monitor facilities and grounds; research, submit, and administer State and Federal grants. Coordinate maintenance and emergency response activities.
- Investigate complaints; recommend and implement corrective action as needed to resolve complaints.
- Performs specialized departmental duties as assigned.
- Performs related duties as required.

## **PART TIME BENEFITS**

Sick Leave:	24 hours after 90 days of employment; then, annually on July 1 of each year
Retirement:	CalPERS is available to employees at the PEPRA rate, depending on eligibility. The City does not participate in Social Security.
Medicare:	City pays 1.45% of salary; employee pays 1.45% of salary.
SDI:	1% of salary paid by employee.

## **SELECTION PROCEDURE**

Candidates are encouraged to apply through [www.CalOpps.org](http://www.CalOpps.org). A link is provided on the City's website [www.CityOfChowchilla.org](http://www.CityOfChowchilla.org).

The City of Chowchilla is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, gender identity, sexual orientation, national origin, ethnicity, political affiliation, age, marital status, medical condition, or disability. The City of Chowchilla makes reasonable accommodations for the disabled. If you believe you require special accommodations in the testing process, you must inform the City of Chowchilla in writing prior to the testing. Applicants that request such accommodations must document their request with an explanation of the type and extent of accommodations required.

Candidates considered to be best qualified based on the information provided will move forward in the recruitment process.

The provisions in this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked at any time.