

Administrative Analyst

Diversity, Equity, Inclusion & Belonging Vision Statement: At the Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

Purpose Statement

The job of Administrative Analyst is done for the purpose/s of providing administrative assistance to assigned personnel; coordinating and monitoring assigned activities and projects; and providing information, recommendations and/or direction as requested by assigned supervisor.

Essential Functions

- Communicates with senior management regarding potential budget issues, if assigned, for the purpose of avoiding budgetary shortages and exchanging information regarding budget adjustments.
- Compiles data from a variety of sources (e.g. work orders, reports, personnel records, etc.) for the purpose of providing information and complying with administrative requirements.
- Drafts, edits, and assists with development of a variety of projects, functions, and/or program components (e.g. department policies and procedures, automated data tracking systems, etc.) for the purpose of maintaining efficient flow of procedures and policy practices.
- Maintains a variety of manual and electronic documents, files, and records (e.g. budget data, employee records, reports, etc.) for the purpose of providing current information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors and coordinates Supervisor's calendar, appointments and communications as well as a variety of activities on behalf of assigned Administrator (e.g. budget spending and balances, technology updates, etc.) for the purpose of achieving goals and meeting target dates.
- Participates in a variety of meetings, workshops, and/or trainings for the purpose of conveying and/or gathering information required to perform job functions.
- Presents administrative procedure information (e.g. department/program policies, submission procedures, etc.) for the purpose of orienting new personnel and/or disseminating new or updated information to existing personnel.
- Represents assigned Administrator, if directed, for the purpose of conveying and/or gathering information as required in the absence of the Administrator.
- Researches a variety of topics (e.g. current practices, policies, programs, etc.) for the purpose of providing information and/or recommendations addressing a variety of administrative requirements.
- Responds to a variety of inquiries from various internal and external parties (e.g. staff, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Tracks account balances for assigned budget categories for the purpose of ensuring accurate entries and maintaining account balances.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Knowledge, Skills and Abilities

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the

job include: basic office practices and procedures; proper English usage and grammar, spelling, and punctuation; budget development; effective organizational and communication practices; bookkeeping practices; and relevant codes, laws, rules, regulations, policies.

SKILLS are required to perform multiple tasks using existing skills. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; preparing and maintaining accurate records; analyzing budgets; analyzing data; and, classifying data and/or information.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; displaying tact and courtesy; maintaining confidentiality; setting priorities; being attentive to detail; establishing and maintaining effective working relationships; working as part of a team; responding promptly to requests; and, meeting deadlines and schedules.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 75% sitting, 20% walking, 5% standing. The job is performed in a generally hazard free environment.

Experience:	Job related experience with increasing levels of responsibility is desired in public administration or related field with 4 or more years of successful work experience of increasing responsibility preferred.
Education:	Community College and/or Vocational School degree with study in job related area with an emphasis in public administration or a closely related field.
Equivalency:	Additional equivalent experience may be substituted for college education year for year

Required Testing

Pre-Employment Proficiency Test

Continuing Educ./Training

Mandated Reporter Training Certificate

Certificates and Licenses

None Specified

Clearances

Measles Vaccination

Pre-Employment Fingerprinting

Tuberculosis (TB) Clearance

FLSA Status

Approval Date

Pay Grade

Exempt

Revised Date