The City Beautiful

City of Coral Gables
Job Description

Job Title:	Part-Time Administrative Analyst	**Prepared Date:**	10/2015
Department:	Various	**Approved By:**	HR/CM (8)
Classification:	Part-Time		
Pay grade:	$36.78 per hour		
FLSA:	Non-Exempt		

Summary

This is highly responsible management and complex professional administrative work planning and implementing new program initiatives. Work emphasizes assisting the Director in managing the department's budget, departmental IT initiatives, records management, and supervision of the day-to-day operations of the department. Work may include customer service functions and interaction with the public, as well as management of division resources to ensure proper allocation of personnel. The incumbent will exercise independent judgment in evaluating needs and directing issues to the appropriate division or staff for resolution, as well as evaluating resources allocated to staff to promote efficient operations. Reports to and is supervised by the department director.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Assists the Director in matters related to departmental fiscal, administrative and budgetary policy.

Assists the Director prepare departmental budget.

Designs and implements appropriate training programs and trains employees.

Supervises support staff; issues discipline and takes other corrective measures as necessary. Reviews evaluations performed by subordinate staff.

As requested by the Director, develops and analyzes statistical and productivity reports and makes recommendations to the Director for streamlining operations. Studies industry best practices and proposes solutions for optimizing operations. Produces other reports as required.

Assists the Director implement and monitor new initiatives; establishes benchmarks to measure the efficiency of departmental procedures and allocates resources as needed.

Develops, implements and evaluates new technology and record management initiatives within the department, consistent with Florida records retention law.

Maintains logs; processes complaints when received; tracks the progress of complaint resolution and records the final disposition.

Ensures completeness of controls, adherence to standards, completion of documentation, quality of output and efficiency of systems and programs.

Supervises the daily operations of the department; for those departments interacting with external clients, this includes, but is not limited to, preparing customer information to assist staff in expediting customer needs. Allocates or re-allocates staff resources as needed to ensure the efficient flow of customers.

Reviews for completeness applications, forms, and other documents to be submitted to City Boards, departments, and outside agencies.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of department operations, policies, procedures, rules and regulations. Ability to exercise independent judgment. Ability to establish and maintain effective working relationships with co-workers, City employees, management, and the general public. Knowledge of customer service principles and best practices. Must be able to create and maintain accurate records and prepare comprehensive reports. Excellent written and verbal communications skills required. Proficiency in Microsoft Word, Excel, Outlook, PowerPoint, and Windows. Excellent customer service, communication, analytical and organizational skills are required.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone, computer, and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands and fingers to handle, feel or operate objects, and read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copies and fax machines.

Work is indoors within a usually quiet to moderately noisy environment. Must be able to lift, carry and or push articles weighing up to 20 lbs. Position may entail considerable time spent standing and/or walking.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Minimum Education and Experience

Bachelors Degree in public administration, business administration, finance, or a related field; and

Three (3) years responsible and relevant experience.

Any appropriate combination of relevant education and/or work experience will be considered.

A valid Florida Driver's License.