



JOB DESCRIPTION

JOB TITLE: Administrative Analyst I

JOB CODE: 01070

DEPARTMENT: Comptroller

FLSA STATUS: Non-Exempt

REPORTS TO: Director of Admin Services/Comptroller

SUMMARY OF JOB PURPOSE

Assists in the preparation, monitoring, and analysis of departmental budgets; coordinates formulation, monitoring, and presentation of budgets for implementation of program objectives; analyzes business and/or operating procedures to devise efficient work methods.

ESSENTIAL FUNCTIONS

1. Prepares budget based on the County's performance, estimated revenue, expense reports, and past budget numbers; correlates appropriations for specific programs with appropriations for divisional programs and includes items for emergency funds; consults with department heads to ensure adjustments are made in accordance with program changes in order to facilitate long-term planning.
2. Prepares regular and special budget reports to interpret budget directives and to establish policies for carrying out directives; prepares comparative analyses of operating programs by analyzing costs in relation to services performed during previous fiscal years and submits reports to the County Manager with recommendations for budget revisions.
3. Reviews expenditures of departments to ensure budget compliance; audits expense accounts and vouchers; collects and maintains records of actual operating expenses to compare with estimated budget; assists in completing the department's preliminary and final budget and related documents.
4. Assists with the design and implementation of budgetary control systems; reviews operating budgets to analyze trends affecting budget needs; acts as a liaison with departments regarding budget planning and/or grant issues.
5. Researches public and/or employee requests, responds as appropriate, and participates in contract administration and maintenance; interfaces with other departments and outside agencies in exchanging information, responding to requests, coordinating activities/projects, and responding as required.
6. Presents information, attends, and/or responds to questions at County Board meetings, meetings of advisory boards, or other committees as needed; reviews and comments on agenda items that require extraordinary budgetary expenses and prepares augmentation and other resolutions as required.
7. Plans study of work problems and procedures such as organizational change, communications, information flow, integrated production methods, inventory control, or cost analysis; prepares necessary reports for senior management relating to expenditures, revenues, departmental forecasting, trending, etc.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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QUALIFICATIONS

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.

EDUCATION and/or EXPERIENCE

Bachelor's Degree in Accounting, Business, Finance, Public Administration, or related field and at least four years experience in operations/budgeting, preferably in the public sector; OR an equivalent combination of education, training, and experience. Master's Degree preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents; respond to common inquiries or complaints from the public, regulatory agencies, or members of the business community; write speeches and articles for publication that conform to prescribed style and format; effectively present information to top management, public groups, and/or boards of commissioners.

MATHEMATICAL SKILLS

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations; apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions; interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of Nevada laws relating to budgeting and governmental fund accounting; knowledge of general accounting principles; ability to analyze data, prepare accurate financial, budget, and statistical reports. Intermediate to advanced proficiency level utilizing Microsoft Office applications including Excel, Access, PowerPoint, Word, and Outlook, and the ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, etc. is required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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WORKING ENVIRONMENT

The noise level in this work environment is usually quiet.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

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