



### ADMINISTRATIVE ANALYST

**Reports to:** Assistant Superintendent

**Division:** Varies according to assignment

#### **Our ideal candidate**

You are self-motivated, possess a strong work ethic, and have proven work experience as an administrative professional working with and supporting management staff. You have strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with attention to detail as well as the ability to work independently and exercise sound judgment and decision making. You have the ability to identify and understand complex problems and concepts, and apply logical thinking and quantitative methods of gathering and analyzing information. You have excellent communication and interpersonal skills and the ability to handle confidential information. You are committed to providing the best service available to Santa Barbara County Education Office, school districts, and students.

#### **General description**

Coordinates and performs a variety of technical and administrative support duties usually for a senior administrator. Coordinates and performs administrative projects that often involve contract administration, analytics, and research of legislative documents and files. Coordinates work flow and support activities for an office and often for programs involving both internal organization units and external entities. Performs special studies involving legal, business, and contractual research and analysis in addition to providing responsible support to a senior administrator and advisory boards.

#### **Specific duties and responsibilities**

- Coordinates and provides advanced administrative support services for a division, usually of a confidential, private, or sensitive nature having dealings with and impact on work relationships with internal and external clients, both individuals and groups
- Prepares, monitors, and reports on multiple budgets not only for the department but also state programs administered by the division
- Searches and analyzes information from files, records, legislation, and special libraries accessed by manual and web searches to compile and prepare summary reports
- Provides support to research and data warehouse projects that consolidate, categorize, and communicate business and academic outcomes from educational districts
- Assists with development of reports and data access to support special studies
- Conducts special studies and prepares analyses or reports related to policies, procedures, work organization, cost effectiveness, and communications
- Designs, improves, standardizes, and installs forms, layouts, procedures, document controls, filing and recording systems, etc., to increase administrative efficiency



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- Prepares recurring reports to outside agencies, collecting and analyzing and compiling information from other departments and databases for inclusion into reports
- Assists and may participate in studies such as, but not limited to work organization and simplification, office layout, and external surveys
- May assist with evaluation of proposed legislation affecting public education
- Prepares internal administrative reports and budgetary formation for the department
- Prepares recurring reports to outside agencies, collecting and analyzing information
- Receives and responds to information from board members, superintendent, and other administrators on business and legal matters
- Assists in reviewing requests for services, equipment, and construction to comply with mandated requirements and district plans
- Performs detailed analyses on contractor cost proposals, bids, amendments, and change orders to maximize value and minimize cost of services
- Conducts studies and prepares reports on budget analysis, financial management, and proposal preparation, accessing and using databases, spreadsheets, and word processing applications
- Contacts and confers with administrators, staff, and representatives of other organizations on matters concerning legal, financial, and contractual processes or coordination of committees and projects
- Maintains the calendar of appointments for a senior administrator
- Prepares materials for Board meetings, complying with time and document requirements for inclusion into Board packets
- May provide support to contracting processes
- Prepares preliminary drafts of language for labor, material, and service outcomes for professional contracts
- Performs other duties as assigned that support the overall objective of the position

#### **Requirements**

Education: High School Diploma

Experience: evidence of at least six years of progressive experience of an administrative support nature in the legal, research, or financial field. Public school experience preferred.

#### **Knowledge and Skills**

- In-depth knowledge of office practices, procedures and equipment, including filing systems, receptionist and telephone techniques, and letter and report writing
- Working knowledge of the policies and procedures associated with education processes such as curriculum development, credentials, academic outcomes, and business



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- Working knowledge of and skill in the use of general legal reference materials
- Knowledge of legal terminology and processes
- In-depth knowledge of general accounting practices, analysis of financial reports, budget processes, and statistics used in business and education
- Working knowledge of personal computer-based software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, special applications used by the organization unit, and data entry onto custom databases
- Skill at facilitating group problem-solving processes
- Sufficient math skills to perform financial and statistical record keeping, including limited bookkeeping
- Sufficient knowledge of proper English usage, grammar, spelling, and punctuation to prepare professional correspondence
- Well-developed human relation skills to work productively and cooperatively with diverse teams, deal with private and sensitive information, conduct fact-finding, exercise patience when dealing with internal and external clients, and convey technical concepts

#### Abilities

- Conduct research independently including the ability to plan and implement steps to reach an objective and employ critical thinking, analysis and judgment
- Understand, interpret and apply statutes, court decisions, ordinances, resolutions, and legal documents
- Must be able to learn, interpret, explain and apply knowledge of county office and member-district organization, operations, programs, functions, special terminology used in the organization unit, and labor agreements to relieve a senior administrator of a variety of administrative details
- Prepare spreadsheets, graphs and charts, and enter, import, and export data
- Independently organize and prioritize work in order to perform all the duties of the position
- Communicate with staff, clients, and the public using patience and courtesy, and in a manner that reflects positively on the organization
- Requires ordinary ambulatory ability to retrieve work materials, intermittent walking, standing, stooping
- Visual acuity sufficient to recognize people, words, spatial relationships, and numbers
- Hand-eye-arm and finger dexterity to use a personal computer keyboard and other common office equipment
- Speaking and hearing sufficient to project voice to a small group of people, speak and hear over the phone, and carry on routine conversations



## Personnel Commission

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### JOB DESCRIPTION

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**Licenses and certificates**

Valid California driver's license; automobile insurance required by law; and the use of a dependable automobile.

**Working conditions**

Work is performed indoors with minimal exposure to health and safety hazards.

**Salary range 77**

*Approved by the Personnel Commission:* June 26, 2014

*Revised:* June 28, 2018