

ADMINISTRATIVE ANALYST

DEFINITION

Under general direction, to manage, plan, and administer the City's economic development program; to promote and participate in the revitalization of the downtown area and elsewhere in the Redevelopment Project Area; to administer the Enterprise Zone Program, Foreign Trade Zone, and other incentive and assistance programs; to participate in the administration and operation of the Redevelopment Agency; to coordinate and assist in the City's development permit processing functions; to act as liaison between agencies, organizations, and utilities; serves as the liaison with entities involved in economic development and community development activities; writes and administers grants; serves as project coordinator to assist in developing and overseeing the City's Capital Improvement Budget and Capital Expenditure Budget; serves as resource for research, analytical, and administrative functions to assist City departments; implements and coordinates research and analytical projects for the development of public policy and procedures; coordinates City's information technology projects; and to do related work as required. Serves as Disaster Service Worker. FLSA Status: Exempt.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for the management, planning, and implementation of the City's economic development program which is to encourage business retention, expansion, attraction, and private investment throughout the community. In addition to this primary focus, the position also participates and coordinates in various other capacities as assigned including, but not limited to, grant writing and administration for economic development and community development projects as well as other special projects; acts as a liaison on behalf of City with various agencies, organizations, and utilities; coordinates and assists in improving customer service related to the City's development permit processing; coordinates information technology projects and strategies pertaining to City functions; assists the various City departments in developing and overseeing the City's Capital Improvement Budget and Capital Expenditure Budget; and acts as a resource or consultant and performs various research, analytical, and administrative functions to assist the needs of City departments.

REPORTS TO

Assistant City Manger/Community Development Director or other Department Head Level Management positions.

CLASSIFICATIONS SUPERVISED

This is not a supervisory classification.

ESSENTIAL FUNCTIONS:

- **Economic Development - Community Development:**

Plans, organizes, administers, performs, and evaluates activities relating to the City's economic development program including the development and implementation of economic development policy and related procedures; recruits, hosts, and performs other activities to attract new businesses and private investment into the community as well as retain and facilitate the expansion of existing businesses; implements, markets, and manages City's economic development program including the Enterprise Zone Program, Foreign Trade Zone, Recycling Market Development Zone, and various business assistance or incentive programs; coordinates redevelopment, economic development, and community development activities with other City departments, utility providers, and other public and private agencies; makes presentations to public, community organizations, and private groups which may include, but are not limited to, the Atwater Chamber of Commerce, public utility providers, the Building Industry Association (BIA), the Merced County Economic Development Corporation (MCEDCO), leads or prospects evaluating the community, and others; acts as the development coordinator and project advocate for all economic development and redevelopment projects to ensure that both public and private development and their related investment are processed in a timely manner through the City development permit process or other permitting processes as necessary; may facilitate meetings or interact in other capacities to seek solutions to issues or problems which constrain the fulfillment of a public or private development project; reviews and conducts research on the feasibility of economic development and redevelopment proposals; takes actions as directed to negotiate the purchase and/or the sale of real personal property owned by the Redevelopment Agency or the City within the Redevelopment Project Area and elsewhere in the City; assists and coordinates in the review of policy and long term goals and makes recommendations to change policies and procedures related to these areas; and assists in preparation and implementation of Redevelopment Agency and economic development program budgets. May be required to attend night and weekend meetings.

- **Capital Projects:**

Assists various City departments in the preparation and oversight of a Capital Improvement Budget and Capital Expenditure Budget which may include coordination of purchases or phasing and management of projects between departments to better facilitate the completion of Capital Improvement and Capital Expenditure Projects; works with other City departments to identify proposed improvements and expenditures and

coordinates City investments, expenditures, and activities with other agencies or organizations including utilities and other governmental entities to maximize the return of investment by the City; gathers and provides general information on the City's Capital Improvement and Capital Expenditures in various outlets and to various media sources; and may assist in facility planning and improvement with work being concentrated in areas of planning, project management, and project delivery.

- **Operations – Administration:**

Assists and coordinates in meeting unique analytical and statistical research projects responding to City needs. Assignment of these tasks requires a broad understanding of government and/or complex organizations and the various methods needed to develop and implement or change public policy and procedures. In this capacity the incumbent may act on a wide range of issues as a consultant or resource to City departments. The work may be done independently or in group settings.

- **Special Projects:**

Works to develop and implement an information technology program which may include coordination and oversight of the City's web portal, development of a technology training program development of a technology recycling program, and implementation of intra-departmental investments and purchases of technology hardware, infrastructure, software, and contracts for support; and may also work on personnel, human resources, or staff development and training projects as assigned.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment including computer, computer printers, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; occasionally works outside; frequent contact with other staff and the public.

MINIMUM QUALIFICATIONS

Knowledge of:

- Current principles, practices, and trends of redevelopment, economic development, and public/private finance.
- Current trends in federal, state, and local land use and program planning.

- Principles and techniques of records management and research methodology as well as analytical and statistical analysis.
- Current trends in federal and state employment training and other business incentive programs.
- Federal and state laws related to redevelopment and economic development.
- State, local and federal business incentive programs.
- Principles of grant administration.
- Good public relations techniques.
- Principles of project development, scheduling, and coordination.

Ability to:

- Gather and analyze data and prepare reports as necessary to perform the essential job functions.
- Collect, compile, analyze, and interpret technical, statistical, and other information for the purposes of proposing policy and/or developing procedures.
- Perform complex analytical and/or statistical studies regarding local and regional economy and/or the community, administrative functions, and operations as well as other topics related to the essential job functions.
- Develop, coordinate, and conduct studies and projects as well as the preparation of a variety of related reports.
- Work independently or in a group setting while planning, organizing, and performing work related activities.
- Develop and maintain effective working relationships with other City staff members, agencies, and the general public.
- Establish and maintain cooperative working relationships.
- Understand and carry out oral and written directions.
- Learn, understand, apply, and explain job related rules, regulations, and policies.
- Read and interpret laws, regulations, policies, and other documents related to the essential job functions.
- Speak effectively and clearly while making public presentations.
- Effectively represent the City in responding to inquires, providing assistance, providing customer service, and dealing with public and the community, both written and orally.
- Operate a computer and use appropriate software in the performance of the essential job functions.
- Operate general office equipment effectively and safely.

Training and Experience:

- Four (4) years of increasingly responsible experience in any of the following areas: redevelopment project management, business administration, community development, economic development, current or advanced physical planning, real estate development, and public finance.

SPECIAL REQUIREMENTS

- None.

Education:

- Graduation from an accredited college or university with a Bachelor's degree in public administration, business administration, economics, or related field.

License:

- Possession of a valid California driver's license.

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