


MEMORANDUM

TO: Frank Salvato,
City Manager

FROM: Bob van Til, AICP 
Director of Community Development

RE: Administrative Analyst's Job Description

DATE: September 19, 2002

Attached is the Administrative Analyst's job description for Council's consideration on September 24, 2002.

This job description was developed in anticipation of Mr. David Weber's transfer into the Department of Community Development from the Finance Department on October 1, 2002.

Please let me know if you have any questions or concerns.



JOB DESCRIPTION

Class No: 261

Job Title: Administrative Analyst

Pay Group: 22

EEOC Category: Officials & Administrators

Date: September 19, 2002

FLSA Category: Exempt

BRIEF DESCRIPTION OF THE JOB:

ORGANIZATIONAL RELATIONSHIPS:

Reports to: Director of Community Development

Directs: This is a non-supervisory position

Other: Works closely with other Community Development staff and has frequent contact with representatives of various governmental and business entities and the general public.

ESSENTIAL DUTIES:

This is a description of the way this job is currently performed; there is potential for accommodation.

Description of Work	Av. % of Time	Strength*	Physical Demand Code*
Prepare the department's monthly reports	8	L	A,B,C,D,E,F,G,H,I,J,K,Q,R,S,T

Conduct research for special projects	29	L	A,B,C,D,E,F,G,H,I,J,K,Q,R,S,T
Assist with preparation of grant applications	18	L	A,B,C,D,E,F,G,H,I,J,K,Q,R,S,T
Maintain addressing	4	L	A,B,C,D,E,F,G,H,I,J,K,Q,R,S,T
Maintain various websites for the department (TMA, Main Street, etc.)	15	L	A,B,C,D,E,F,G,H,I,J,K,Q,R,S,T
Maintain local and regional demographics and economic indicators	7	L	A,B,C,D,E,F,G,H,I,J,K,Q,R,S,T
Maintain the city's zoning and subdivision maps	5	L	A,B,C,D,E,F,G,H,I,J,K,Q,R,S,T
File approved plats	5	M	A,B,C,D,E,F,G,H,I,J,K,Q,R,S,T
Maintain Taylor Municipal Airport lease agreements for hangars and tie downs	5	L	A,B,C,D,E,F,G,H,I,J,K,Q,R,S,T
Prepare monthly and semi-annual impact fee reports	2	L	A,B,C,D,E,F,G,H,I,J,K,Q,R,S,T
Maintain plat records	2	M	A,B,C,D,E,F,G,H,I,J,K,Q,R,S,T
Any other duties as assigned	On going	L	A,B,C,D,E,F,G,H,I,J,K,Q,R,S,T

PHYSICAL DEMANDS:

1. Overall Strength Demand

Sedentary Light to Medium Heavy Very Heavy

2. Frequency for each physical demand listed in Essential Duties:

<u>F</u>	A. Standing	<u>F</u>	G. Reaching	<u>R</u>	L. Crawling	<u>C</u>	Q. Vision
<u>C</u>	B. Sitting	<u>C</u>	H. Handling	<u>O</u>	M. Bending	<u>C</u>	R. Hearing
<u>O</u>	C. Walking	<u>C</u>	I. Fine Dexterity	<u>R</u>	N. Twisting	<u>C</u>	S. Talking
<u>O</u>	D. Lifting	<u>R</u>	J. Kneeling	<u>R</u>	O. Climbing	<u>—</u>	T. Other
<u>O</u>	E. Carrying	<u>R</u>	K. Crouching	<u>R</u>	P. Balancing		
<u>O</u>	F. Pushing/ Pulling						

C-Continuously, F-Frequently, O-Occasionally; R-Rarely

3. Description of Physical Demand

Physical Demand	Description
STANDING/WALKING	At copier; to greet and assist public/Short distances to copier or management offices
SITTING	Primary work position for most tasks including all phone and computer work
LIFTING/CARRYING	Maintain files;— lifting chairs and tables.
REACHING	Answering telephone; work in files
HANDLING	Operate telephone, to write messages; to work on maps and grant

	applications
CROUCHING/ KNEELING	Work in low file cabinet drawers; add copier paper
BENDING	Change paper in copier; obtain files from lower drawers; pick items up from the floor
VISION	View computer monitors; input data; read/proof correspondence; create and maintain file material; distribute written information /applications

NON-PHYSICAL DEMANDS:

- | | |
|---|--|
| <u>O</u> time pressures | <u>C</u> noisy/distracting environment |
| <u>R</u> emergency situations | <u>C</u> tedious exacting work situation |
| <u>R</u> irregular schedule/overtime | <u>C</u> working closely with others as part of a team |
| <u>R</u> danger/physical abuse | <u>C</u> performing multiple tasks simultaneously |
| <u>F</u> frequent change of tasks | _____ other (describe below) |
| <u>R</u> varying periods of idle time interspersed with emergencies requiring intense concentration | |

C-CONSTANTLY (2/3 or more of the time), F-FREQUENTLY (1/3 TO 2/3 of the time), O-OCCASIONALLY (up to 1/3 of the time), R-RARELY (Less than 1 hour per week)

EQUIPMENT, MACHINES, TOOLS, AND WORK AIDS:

Personal computer, laser printer, telephone, copier, hole punch, document binder, fax machine, typewriter, scanner, calculator

ENVIRONMENTAL FACTORS AND SAFETY HAZARDS:

N/A

KNOWLEDGE AND ABILITIES:

- Knowledge of:
- Standard office procedures.
 - Basic mathematical calculations.

- Ability to:
- Operate computer
 - Communicate effectively, both verbally and in writing.
 - Maintain lease agreements, zoning and subdivision maps
 - Establish effective working relations with co-workers
 - Deal effectively with the public
 - Follow written and verbal instructions.

- Handle several tasks at one time.
- Read and comprehend city codes, ordinances, manuals, memos, letters

ACCEPTABLE EXPERIENCE AND TRAINING:

- High school diploma
- Minimum of five years experience in an office environment with administrative responsibilities, preferably in a municipal government
- OR any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.

CERTIFICATES/LICENSES REQUIRED:

- Valid Texas Drivers License

I agree this job description is a fair representation of the duties of the position that I will be expected to perform.

Applicant or Employee:

Printed Name

Signature

Date