

NOTICE OF VACANCY

MR.

DEPARTMENT: Housing and Economic Dev DIVISION: Director's Office

TITLE: Administrative Analyst NUMBER OF VACANCIES: 1

ANNUAL SALARY: \$78,254 - \$107,486 HOURS OF WORK: 8:30am to 4:30pm

MINIMUM REQUIREMENTS: Under direction, performs the work involved in information
in analyzing and evaluating administrative procedures, practices, and
organizational structure to provide information and recommendations to
management on ways to improve administrative functions and managerial control
of operational activities; does related work as required.

Please see job descriptions.

Under Section 7.04 of the City's Contract with local #2286, AFSCME, and Section 8.04 of the City's Contract with Local #2281, AFSCME all vacancies must be posted for a period of five (5) working days. Seasonal employees are not eligible to apply.

If interested in applying, please print your name and division below:

NAME

DATE

DIVISION

(to be completed by the sending division)

DIVISION: _____ SENDER: _____

DIVISION MAIN CONTACT NUMBER: _____



You are reading the State of New Jersey Job Descriptions. This is **not** a Job Vacancy Announcement.

Job Specification

ADMINISTRATIVE ANALYST

DEFINITION:

Under direction, performs the work involved in analyzing and evaluating administrative procedures, practices, and organizational structure to provide information and recommendations to management on ways to improve administrative functions and managerial control of operational activities; does related work as required.

NOTE: The definition and examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

NOTE: Appointments may be made to positions requiring bilingual skills.

04631 - Bilingual in Spanish and English SPECIAL SKILL Applicants must be able to read, write, speak, understand, or communicate in Spanish and English sufficiently to perform the duties of this position.

EXAMPLES OF WORK:

Interviews employees, supervisors, administrative officers, and others to gather facts and collect work samples.

Negotiates approval of proposals and recommendations.

Provides advice based on established practices, theories, techniques, methodology, and precedents.

Installs approved organizations, methods, and procedures.

Initiates and maintains contacts in the execution of authorized studies and exploratory contacts where no major problems are anticipated in arranging for a study or other type of project.

Recommends organizational structures, methods, procedures, and similar matters based on studies made and on the application of established practices, theories, techniques, methodology, and precedents.

Reviews programs and activities and evaluates administration objectives, efficiency, effectiveness, and suitability to current conditions, costs, and accomplishments.

Determines whether activities and programs are essential to good government and are carried out economically and efficiently.

Assists in policy planning.

Assists in the preparation of the budget.

Appraises the adequacy and efficiency of operating systems and gives advice to management.

Analyzes problems brought to light and resolves same.

Compiles and interprets data.

Assists in the installation of administrative improvements including work systems, organizational changes, and program procedures.

Meets with the public.

Drafts correspondence.

Prepares reports containing findings, conclusions, and recommendations.

Maintains essential records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

REQUIREMENTS:

NOTE: Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Five (5) years of professional experience in analyzing, evaluating, and providing advice to management on such matters as work methods and procedures, communications, budgeting, organizational structure, manpower utilization, distribution of work assignments, delegation of authority, policy development, records management, or similar areas.

OR

Possession of a bachelor's degree from an accredited college or university; and one (1) year of the above-mentioned professional experience.

OR

Possession of a master's degree in Business Administration, Public Administration, Industrial Management, Industrial Engineering, Industrial Psychology, Political Science, or Government.

NOTE: "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of management functions, theories, and techniques.

Knowledge of organizational and management processes.

Knowledge of the role of management analysis in achieving organizational goals.

Knowledge of basic trends and current developments in general management.

Ability to communicate effectively both orally and in writing.

Ability to prepare clear, accurate, and informative reports containing findings, conclusions, and recommendations.

Ability to make suitable recommendations.

Ability to select and apply established practices, theories, techniques, and methodologies of management to the problems encountered.

Ability to present orally and discuss complex matters in a clear and convincing manner.

Ability to provide sound advice, assistance, and instructions.

Ability to persuade others and gain acceptance of the work product.

Ability to understand the roles and responsibilities of various levels of management.

Ability to gather, assemble, correlate, and analyze facts and draw conclusions therefrom.

Ability to comprehend, evaluate, and objectively analyze management problems, and to develop solutions to such problems logically and systematically.

Ability to organize assigned work.

Ability to develop effective work methods.

Ability to work independently.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

This job specification is applicable to the following title code(s) which are different work week or work month and/or variants of the job class title:

Job Spec Code	Variant	State, Local or Common	Class of Service	Work Week	State Class Code	Local Class Code	Salary Range	Note
00010		L	C		N/A	23		-
04631	Bilingual In Spanish And English	L	C		N/A	23		-

This job specification is for **local** government use only.
Salary range is only applicable to state government.
Local salaries are established by individual local jurisdictions.

1/07/2009
