



IT ADMINISTRATIVE ANALYST

Department: Finance
Job Class #: 634200
Pay Range: Professional 08

FLSA: Exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is professional administrative work of a complex nature. Work involves policy development, implementation and interpretation; staff development, supervision and strategic planning in the Information Technology Division of Finance.

ESSENTIAL FUNCTIONS:

- Develop and implement department wide operating policies and procedures consistent with established parameters and guidelines.
- Explain or interpret complex rules, policies, and operating procedures and may make decisions within established rules and policies.
- Plan study of work problems and procedures, such as organizational change, communications, information flow, integrated production methods, inventory control, or cost analysis.
- Interview personnel and conduct on-site observation to ascertain unit functions, work performed, and methods, equipment, and personnel used.
- Document findings of study and prepare recommendations for implementation of new systems, procedures, or organizational changes.
- Review department structure, research training opportunities and develop career paths to assist management with staff career development and succession planning.
- Work closely with other departmental divisions, County departments and other agencies to coordinate activities and comply uniformly with requirements.
- Prepare manuals and train workers in use of new forms, reports, procedures or equipment, according to organizational policy.
- Supervise and coordinate activities for the Department; determine work procedures, prepare work schedules and determine methods for expediting workflow; and assign, review and approve the work of subordinate staff.
- Investigate grievances involving department staff and recommend resolution; recommend hiring, promotional and disciplinary actions; approve leave requests, and overtime; assure adequate coverage during staff absences.
- Conduct performance evaluations and develop performance measures and standards.
- Participate in and support development, measurement and execution of the mission, goals, and objectives of the county, department, division and individual work groups.
- Assist with the division's budget preparation and monitoring.
- Represent department in meetings, conferences, and public appearances.
- Coordinate the department's personnel functions with the Human Resources Department.
- Maintain effective communication with county departments and staff to facilitate and ensure adherence to policies and procedures.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.

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- Work a flexible schedule, which may include evenings, weekends and holidays.

OTHER JOB FUNCTIONS:

- Perform other job functions as assigned.

SUPERVISION RECEIVED AND EXERCISED: Work is performed under the direction of the Department Director, however incumbents are expected to exercise independent judgment and make decisions within established policies and procedures. Work is reviewed in progress and upon completion by the Director for thoroughness, timeliness and compliance with regulations, policies and procedures. This position is responsible for the direct supervision of subordinates.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The IT Administration Analyst works in an office environment on a daily basis and may participate in some field work. Travel to various worksites and/or meeting locations may be required. Work is generally completed on a regularly scheduled basis, however, attendance at meetings or completion of work outside of normal scheduled hours may be required. Extended periods of concentration and sedentary work are required. Work is subject to frequent interruptions and normal office noise.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Finger dexterity to operate equipment used in the position, talking, seeing, and hearing. There is some walking, sitting, bending/stooping, pushing/pulling and minimal lifting associated with the classification as it is currently performed. Ability to travel to attend meetings away from regular work site may be required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Information Technology job classification and responsibilities.
- Principles and practices of public administration, organization, personnel management and modern supervisory practices.
- Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
- Applicable federal, state and local laws, rules, policies and procedures.
- Principles and practices of effective supervision.

Skill in:

- Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies and procedures and in effective problem-solving.
- Providing consultation, monitoring and management of a variety people.
- Training staff.
- Communicating policy and procedures to the Department.
- Use and operation of personal computer, job-related computer programs such as Word, Excel, and Power Point, and other office equipment.

Ability to:

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- Lead meetings, facilitate work groups and represent department/division management and leadership.
- Analyze situations quickly and objectively and determine a proper course of action; use appropriate independent judgment to make decisions of a technical and supervisory nature in support of Division/Department/County goals and objectives.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

MINIMUM REQUIREMENTS TO APPLY: Graduation from a four-year college or university with a degree in business or public administration or a related field plus three years of experience in an administrative position required. Experience with IT professionals, human resources and training preferred. Additional education or experience may substitute equally for the position requirements.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: A valid Washington State driver's license may be required when travel is required of the position. Successful completion of a Pierce County background investigation is required prior to employment.