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## **ADMINISTRATIVE ANALYST**

### **GENERAL**

Employees in this class provide a management consulting service to all levels of departmental management, under the direction of a Branch Director. An administrative analyst is required to perform consulting duties related to client requests on an assigned project basis, undertaking several management or systems projects at one time. The assigned projects represent a broad scope of activities, with varying degrees of complexity based on contemporary management theories. The analyst acting as a senior project leader, will undertake to lead a team of systems analysts in the areas of organization, development and problem analysis, planning and financial control systems, materials management practices, forms and records management techniques, cost benefit analysis, feasibility studies, productivity and manpower development studies, and the design and implementation of management information systems.

### **TYPICAL DUTIES**

Determines broad objectives of studies and defines the terms of reference in conjunction with Branch Director.

Establishes priorities and allocates work assignments to a team of analysts while on assigned projects.

Co-ordinates and reviews all studies under their jurisdiction, with the Branch Director.

Provides guidance and direction to junior analysts and assumes responsibility for a complete project.

Provides management consulting services to senior officials on management theories, practices and problems, recommending improved techniques and systems.

Develops final reports and makes presentation to senior departmental officials.

Co-ordinates implementation of major changes according to the study recommendations.

Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge, Abilities and Skills**

Knowledge in at least one broad area of management analysis and improvement techniques.

General knowledge of all contemporary management theories.

Ability to plan, organize assignments and functions effectively.

Ability to supervise and direct a number of subordinates.

Ability to assess priorities and provide overall co-ordination.

Ability to assess problems and develop approaches to resolve them.

Ability to communicate effectively at all levels of the organization

Skill in displaying a high degree of tact in dealing with senior officials.

### **Education, Training and Experience**

University graduation in Public or Business Administration with at least three years' experience in a consulting or managerial position.

### **Physical Standards**

Physically capable of performing the duties as assigned.