

CITY OF BURBANK

ADMINISTRATIVE OFFICER - BWP

DEFINITION

Under direction to perform complex administrative and managerial duties; to supervise the activities of clerical and support personnel; and to do related work as required.

ESSENTIAL FUNCTIONS

Performs independent research, writes reports, and conducts specialized studies and investigations which may require oral presentation; develops, coordinates and is responsible for administration of City programs; supervises, trains, and evaluates employees; coordinates preparation of budget requiring statistical research, data collection, analysis and implementation; represents the department head at meetings and administrative matters and appears before commissions or agencies; may review monthly financial reports; may research, identify and implement computer hardware and software programs; may oversee the processing of documents such as contracts, resolutions, ordinances, and bid schedules; may coordinate state and federal grants related to productivity studies; may handle inquiries and/or complaints from the public; makes effective recommendations regarding hiring, promotions, and transfers; effectively recommends disciplinary action as needed, up to and including termination.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - the principles, practices, and techniques of public administration with emphasis on governmental budgeting, reporting, financial administration, personnel practices, and organizational analysis; knowledge of computer hardware and software; ability to prepare and present written and oral reports; ability to effectively analyze and evaluate organizational systems.
- Ability to - establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college with a Bachelor's Degree in public administration, business administration, or a related field, and three years municipal administrative budget or finance experience, including one year at the supervisory level. NOTE: Additional qualifying experience may be substituted for the required education on a year-for-year basis.

SUPPLEMENTAL INFORMATION

A valid California Class "C" driver's license or equivalent may be required at time of appointment.