



## **Administrative Analyst #01804**

### **City of Virginia Beach – Job Description**

Date of Last Revision: February 28, 2025

**FLSA Status:** Exempt

**Pay Plan:** Administrative

**Grade:** 10

### **City of Virginia Beach Organizational Mission and Values**

The City of Virginia Beach exists to enhance the economic, educational, social, and physical quality of the community and provide sustainable municipal services which are valued by its citizens.

The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

### **Class Summary**

Perform in-depth research and analyze information and data from sources primarily outside of the agency in support of a municipal executive or a first or second level manager.

### **Representative Work Functions and Responsibilities**

- Conduct research in order to gather information and data needed to correctly analyze division or department projects.
- Perform statistical analysis including strategic planning, forecasting methods, cost benefit analysis and program evaluation to develop viable recommendations and ensure the ongoing effectiveness of projects as related to divisional or departmental mission.

- Assist in the preparation of divisional or departmental goals and objectives by providing information relative to the effect of such goals and objectives on the agency and the City.
- Provide project manager leadership to subordinate professional staff in order to complete projects in a timely fashion.
- Act as liaison or representative of the division or department on City wide committees.
- Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on then current workloads and department needs.

## **Performance Standards**

- Thoroughly and effectively conduct research projects so as to maximize the quality and quantity of information.
- Accurately perform statistical analysis to provide quantitative recommendations to division or department head.
- Clearly and thoroughly present and explain study results to committees and management.
- Provide effective direction and leadership to subordinate professional staff on projects.

## **Minimum Qualifications**

Requires any combination of education (above the high school level) and/or experience equivalent to eight (8) years in fields utilizing the required knowledge, skills and abilities, such as public or business administration.

## **Preferred Qualifications**

May vary with position assigned.

## **Special Requirements**

All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

## **Knowledge, Skills, Abilities Required to Perform Satisfactorily**

### **A. Knowledge**

1. Knowledge of general research and statistical techniques.
2. Knowledge of the organization, functions, and administration of municipal departments.

3. Knowledge of the principles and techniques of strategic planning, forecasting, cost benefit analysis and program evaluation.

## **B. Skills**

1. Skill in the application of research and statistical techniques to division or departmental operations.
2. Skill in the use of microcomputers.
3. Skill in the application of strategic planning, forecasting, cost-benefit analysis, and program evaluation on a divisional or departmental basis.
4. Skill in the preparation and presentation of projects or reports for management use.

## **C. Abilities**

1. Ability to prepare comprehensive analytical reports.
2. Ability to apply research and statistical techniques to division or departmental operations.
3. Ability to make presentations.
4. Ability to direct subordinate professional staff in project preparation.
5. Ability to exercise tact and courtesy as a committee representative.

## **Working Conditions**

Working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level both internally and externally with all posted open positions.

*NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City's business.*

**DISCLAIMER:**

*This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.*