

**Community Action Partnership of Kern
Job Description**

Administration - Planning Research & Development

- I. Position Title: Administrative Analyst
- II. Employment Classification: Exempt
- III. Reports To: Director of Planning, Research and Development
- IV. Supervisory Responsibilities: None
- V. Fundamental Objectives: Under the general direction of the Director of Planning, Research and Development, the Administrative Analyst provides support to directors, program managers and staff with proposal writing; research and program development; administrative studies and analyses; resource development; communication with government agencies, community-based organizations, elected and appointed officials, and others in seeking program funding, promoting Partnership programs and initiatives, and otherwise marketing and performing outreach efforts on behalf of the Partnership.
- VI. Major Duties and Responsibilities:
- A. Resource Development / Strategic Planning
- i. Review and pursue appropriate on-line and published sources of funding in support of the Partnership goals, objectives and programs, including federal, state, local and private funding.
 - ii. Working in conjunction with individual programs, assists in developing, writing and/or monitoring grant applications and program proposals. May include program design, budgets, evaluations and other funding application components.
 - iii. Conducts and/or assists in preparing needs, community and other assessments, as well as, participates in the Partnership and program strategic planning.
- VII. Public Information & Reports:
- i. Develops, gathers, and provides information and assistance to collaborating partners, funding sources and the general public, regarding the Partnership's programs and initiatives.
 - ii. Prepares and/or assists in developing program and funding reports
 - iii. Conducts and/or assists in making presentations on behalf of the Partnership, and or to the Board of Directors.
- VIII. Administrative Support:
- i. As assigned conducts administrative and program studies and analyses.
 - ii. Compiles and prepares reports for funding sources, government agencies, the Board of Directors, or the general public.
 - iii. Performs other duties as assigned by the Division Director.
- IX. Minimum Qualifications:
- A. Education:
- i. Graduation from a four-year college or university preferred
 - ii. (Transcripts, degrees and/or certificates must be attached to the application.)
- B. Experience:
- i. Three-Five years progressively responsible administrative/ program management experience
 - ii. Demonstrate successfully funded grant/contract proposal writing, and /or other fund development applications or initiatives.
 - iii. (Possession of an advanced degree may be substituted for experience.)
- C. Knowledge and Abilities:

- i. Knowledge of principles and practices of program/project management, program development, budgeting, and strategic planning,
- ii. Must demonstrate exceptional oral and written communication skills.
- iii. Must be equally adept at working independently and on a team as may be required.
- iv. Must demonstrate exceptional working experience with computers and basic office software applications.

D. Other

- i. Must possess a valid California Drivers License, an acceptable Department of Motor Vehicle record and provide proof of adequate automobile insurance coverage.
- ii. Must pass basic State Department of Education fingerprinting requirements.

X. Health Requirements:

- A. Completion of physical, substance abuse and TB screening required upon offer of employment.

Revised 07/08
HR Approved 07/08

Application Supplement - Administrative Analyst

Response to the application supplement must be completed and submitted with the application.

- I. Describe your experience in working low-income residents, seniors, children and others in need.
- II. Describe in detail your experience in preparing grant, proposal, and other funding proposals, identifying your specific role and responsibility in the process. (This may include research, assessments, budget development, and evaluation components.)
- III. Describe your experience in working with board of directors, community organizations, elected officials and government agencies.

PHYSICAL JOB DUTIES

POSITION TITLE Administrative Analyst			
ACTIVITY (HOURS PER DAY)	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting			X
Walking			X
Standing			X
Bending (neck)			X
Bending (waist)			X
Squatting		X	
Climbing	X		
Kneeling		X	
Crawling	X		
Twisting (neck)			X
Twisting Waist			X
Is repetitive use of hand required?			X
Simple Grasping (right hand)			X
Simple Grasping (left hand)			X
Power Grasping (right hand)		X	
Power Grasping (left hand)		X	
Fine Manipulation (right hand)			X
Fine Manipulation (left hand)			X
Pushing & Pulling (right hand)		X	
Pushing & Pulling (left hand)		X	
Reaching (above shoulder level)		X	
Reaching (below shoulder level)		X	

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			X			X
11-25 lbs		X			X	
26-50 lbs		X			X	
51-75lbs	X			X		
76-100lb	X			X		
100lbs+	X					