

ADMINISTRATIVE ANALYST

An Overview

The Alexandria Department of Code Administration works in concert with other City agencies and our customers (residents, tenants, business owners, building owners, architects, engineers, builders, contractors, and developers) as part of the safe building team. Our objective is to assist customers to achieve compliance with the Virginia's Uniform Statewide Building and Maintenance Codes (USBC), and the City Code nuisance and development provisions. This is accomplished through permit processing, plan review, timely and consistent inspections, and education regarding the requirements of the referenced codes. The department contains five divisions: the Permit Center, Property Maintenance Inspections, New Construction Inspections, Plan Review Services, and Administrative Services. Learn about our values, commitment, and goals.

A Code Administrative Analyst handles staff assistance functions involving both analytical and routine administrative responsibilities. The position reports to the Assistant Director and has responsibility for an array of department functions which require daily interaction with all departmental Directors, other administrative staff, Code staff and Senior Management.

What You Should Bring

The ideal candidate should have strong judgment and decision-making skills to effectively carry out operational procedures and functions within the department; it further requires personal responsibility for the effect of such decisions on operations. Just as important, there is a series of analytical work that is required to facilitate achievement of the department's overall responsibilities. Also required in this position are the use of persuasion and tact in interfacing with policy makers, City staff including senior management, and the Community.

The Opportunity – Examples of Work

- Serve as the department communication liaison;
- Assists with communicating important information about department and City programs, projects, events, initiatives, services and issues to the residents, employees of Alexandria and the media;
- Plans, organizes, and coordinates the production of forms and publications for the departments, press releases, e-news, web updates, community outreach efforts, and event planning for Boards, Commissions, Task Forces, etc. Researches, writes, copy-edits, and proofs a variety of multi-media content and assists with multi-platform delivery of the content;
- Manages department's Content Management System (CMS) for the web site, coordinates updating to the City web site, e-news, press releases, etc.;
- Researches, writes, edits and proofs a variety of print, 'Annual Report, press/news releases, brochures and other publications as needed;

- Researches, writes, edits and proofs public and departmental employee information for electronic distribution over the internet and intranet
- Responsible for creating, updating, and maintaining social media sites and quarterly newsletter;
- Weekly, Monthly, Yearly Financial Reconciliation
- Main support for 3 Directors and 4 Division Chiefs; and
- Other related duties as required.

Minimum & Additional Requirements

Minimum: Completion of college-level courses in English, report writing, arithmetic, and bookkeeping; at least three years of experience in performing responsible clerical or technical work some of which involved work performed at a level equivalent to Administrative Support IV (GS-10); or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Preferred Qualifications

At least two years of college or any equivalent combination of experience in performing responsible clerical, accounting, or technical work. Thorough knowledge of office management procedures and office equipment; ability to maintain financial and statistical records; ability to make mathematical computations quickly and accurately; ability to properly interpret and make decisions in conformance with City, State and Federal codes, laws, and procedures; ability to communicate effectively, both verbally and in writing; ability to make decisions and to exercise resourcefulness in meeting new problems.

At least one year of experience managing a large organizational program or initiative.