

Senior Administrative Analyst – Natural Resources Land Management Division

Job Description

Senior Administrative Analysts (1823) for the San Francisco Public Utilities Commission (SFPUC) Natural Resources and Lands Management Division (NRLMD) plan, organize, lead and/or participate in complex, sensitive, and detailed analytical work in the areas of budget, financial/fiscal, economic, data analysis, product and service procurement, permitting, database management, and contract administration.

This position is actively engaged in all stages of the professional service and product procurement process, which will involve:

- Soliciting bids for required products and services.
- Coordinating, developing, and managing a departmental budget, including overseeing all expenditures within the budget.
- Processing payments for purchases of goods and services by departmental staff.
- Plan and perform economic and/or financial analyses including forecasting, revenue and/or expense projections.
- Working with City vendors to ensure compliance with the City's vendor requirements
- Communicating and coordinating with various City agency staff (City Attorney's Office, Office of Contract Administration, City Vendor Support, Accounting Division, etc.) to process and track budget expenditures.
- Responds to requests for assistance from external stakeholders and other agencies and respond accordingly.
- Conducting other administrative tasks as required.
- This position requires a high degree of organization, ability to manage multiple projects, and a high level of professional communication (written and oral)

Essential Functions:

1. Researches, analyzes and makes recommendations on special projects or processes. May direct complex financial or operational activities.
2. Coordinates, develops, manages and monitors a departmental budget of moderate complexity or assists in the development and management of a departmental budget of greater complexity. Prepares budget line-item narrative, analyses, recommendations, and justifications for annual and supplemental requests
3. Analyzes trends in budget expenditures and revenues, prepares financial/statistical reports for management.
4. Coordinates and monitors departmental reporting to funding agencies including the subvention of funds to contracting organizations and justifies that funds are used as required.
5. Monitors detailed and complex budgets, ensures expenditures remain within budget, and shifts funds within guidelines

6. Plans and performs economic and/or financial analyses including forecasting, revenue and/or expense projections.
7. Prepares cost estimates and terms for new and existing contracts, assists in analyzing costs related to change orders and modifications.