

Arkansas Department of Career Education

ADMINISTRATIVE ANALYST Job Vacancy Announcement

Recruitment Period: October 19, 2016 through November 1, 2016

Position Number: 22081466 Class Code: C037C Grade: C115

Entry Level Salary: \$29,251.00

The Arkansas Career Training Institute (ACTI) is recruiting for a/an ADMINISTRATIVE ANALYST position. The Administrative Analyst is responsible for conducting special research studies, analyzing data, preparing statistics, making recommendations based on research findings, and monitoring and coordinating project/program activities. This position is governed by state and federal laws and agency/institution policy. This position is located at ACTI in the Administration Department, 105 Reserve Ave, Hot Springs, Arkansas 71901.

Thoroughly read the attached ADMINISTRATIVE ANALYST Functional Job Description for qualification requirements, job duties, and responsibilities. This job vacancy is posted on the Arkansas State Jobs website.

Employment Application Procedure

Apply online through the Arkansas State Jobs website at www.arstatejobs.com. Upload your current resume with your employment application. Each candidate is expected to respond to the position-relevant questions that are posted near the end of the electronic employment application. The hearing impaired may telephone the ADA Relay System at 1-800-285-1131.

Applications and resumes are subject to inspection under the Arkansas Freedom of Information Act. Applications and resumes must be posted on the Arkansas State Jobs website by 11:59 p.m., November 1, 2016.

The Arkansas Career Training Institute is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, disability, or political affiliation. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.

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Position Summary

The Administrative Analyst will function as the ACTI Administrator's Executive Assistant.

This position enhances the ACTI Administrator's effectiveness by providing information management support; representing the executive to others. The person filling this position is often the first contact people have with the highest level of leadership at ACTI and must demonstrate the utmost levels of customer service and professionalism. The person in the position also coordinates with senior leaders and administrative assistants for all of the program areas at ACTI.

Education and Professional Work Experience

The formal education equivalent of a bachelor's degree in public administration, general business, or a related field; plus three years of experience in specialized or a related field applicable to work performed. Experience performing financial and program analysis and detailed reporting.

This individual must have exceptional writing skills and reporting skills. The person must have experience in supply management, organizing events and coordinating executive travel arrangements. This position requires expert level skill in schedule management, Microsoft Office, organization, time management, presentation and verbal communication. This individual educational attainment must include strong emphasis on writing utilizing American Psychological Association (APA) style.

ACTI Administrator's Executive Assistant reviews and answers or prepares correspondence relating to ACTI's programs. The individual interprets agency administrative directives, policies, and procedures to ensure consistent application. He or she provides information, assistance, and clarifications to interested parties concerning ACTI's programs, policies, and procedures. The executive assistant assists the ACTI Administrator by maintaining leave records, appointment calendar, and prioritizing incoming correspondence. He or she may supervise a small to medium-sized administrative support staff and evaluate the work performance of incumbents.

Job Duties and Responsibilities

Conducts special studies such as systems and cost analysis, feasibility and effectiveness of agency/institution programs, and the identification of and solution to problem areas. Assists in the development of project goals and objectives. Plans, organizes, and schedules project/program implementation phases and procedures and develops monitoring and reporting systems to measure project effectiveness. Researches and analyzes data pertinent to work programs and goals and objectives and prepares reports explaining findings and recommendations. Develops or revises agency/institution policies, procedures, programs, and directives based on research findings. Develops handbooks and manuals for participant use and conducts workshops to educate personnel on new systems, policies, and procedures. Evaluates existing programs by gathering information, reviewing files, researching policy, directives, and regulations, conducting surveys and interviews, and contacting agencies/institutions in other states concerning their programs. Composes correspondence and responses to written inquiries and interprets agency administrative directives, policies, and procedures to ensure consistent application. Acts as liaison to other programs, departments, or agencies/institutions and provides guidance in areas of expertise. Performs other duties as assigned.

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Job Duties and Responsibilities continued

Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.

Conserves the ACTI Administrator's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications.

Maintains ACTI Administrator's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel.

Welcomes guests and customers by greeting them, in person or on the telephone; answering or directing inquiries.

Maintains customer confidence and protects operations by keeping information confidential.

Completes projects by delegating work to other administrative staff; following up on results and prepares reports by collecting and analyzing information.

Provides historical reference by developing and utilizing filing and retrieval systems; recording meeting discussions.

Maintains office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; evaluating new office products; placing and expediting orders for supplies; verifying receipt of supplies.

Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.

Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.

Contributes to team effort by accomplishing related results as needed.