CITY OF ATLANTA
Job Announcement

ADMINISTRATIVE ANALYST, SENIOR

STARTING SALARY: $42,767 - $49,076

SALARY GRADE: 21

Applications Accepted From: December 27, 2005 until vacancy is filled

Minimum Job Requirements

Persons applying must have Bachelor's Degree in Administration, Accounting, Finance or related field; and three years of professional budget, financial, records systems and/or procedure analysis, or related administrative experience; or any equivalent combination of education, training, and experience. Applicants must possess strong research, writing, and verbal communication skills; be able to work well independently; be able to plan and organize work to handle multiple projects and deadlines, and exhibit a high level of integrity, professionalism, and confidentiality.

The purpose of this job is to assist in the management of the Ethics Office and support the work of the Board of Ethics. Duties include, but are not limited to: managing the city financial disclosure program by maintaining the list of required filers, answering questions about the disclosure statements, and reviewing filed statements for full disclosure; maintaining the ethics eFiling system by assisting persons in registering, logging in, and filing forms and helping the public search for information disclosed on the statements; coordinating the City's ethics hotline, assisting with the hotline awareness campaign, monitoring referred cases, and generating public reports on action taken on calls; managing the Ethics Office by answering the telephone, responding to public inquiries, drafting routine correspondence, purchasing supplies and equipment, copying materials, and compiling resource materials; and supporting the work of the Board of Ethics by attending meetings, assisting with the minutes, and disseminating board opinions to interested parties.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday
Apply at: Department of Human Resources, 68 Mitchell Street S.W., Suite 2120 Atlanta, GA 30303
Phone: (404) 330-6369 www.atlantaga.gov FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

The Examination For This Job Will Consist Of An Evaluation of Applicant Training And Experience.

The hiring authority will contact only those applicants they deem most appropriate for the position within 30 days of the expiration of this bulletin. No other communication will be sent regarding the status of your application.

*All applicants hired must present an appropriate picture ID and have their social security number verified by the hiring department.

12/22/2005 314010 **PS**#