



MARIN MUNICIPAL WATER DISTRICT

Administrative Analyst

DEFINITION

Under direction, plans, organizes performs and coordinates administrative activities within a division; this will include budget preparation and monitoring, personnel management, contract administration and record keeping and other administrative functions; coordinate subordinate staffs engaged in doing administrative support activities and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This classification is a professional level administrative position that performs a wide variety of responsible, complex administrative and analytical work. Included in an incumbent's responsibilities will be budget preparation, contract administration and the coordination of support staff.

EXAMPLES OF DUTIES

Typical duties may include but are not limited to the following:

- Conduct analytical studies of organizational, budgeting and administrative issues and makes recommendations/changes to improve the division's spending methods and procedures;
- assist the Division Manager or other departmental managers in planning, organizing, staffing, directing or coordinating the activities of the Division/departments including but not limited to preparing and administering contracts with vendors and contractors; coordinating and reviewing the work of others engaged in such activities;
- coordinates the preparation of the division budget, reviews and analyzes budget requests for conformity with division goals and objectives;
- assist in the development of the Division and departmental goals and objectives, policies and procedures;
- coordinates activities with other divisions, departments and other agencies; participates as Division representative in District-wide committees involved in reviewing, analyzing, developing or implementing policies and procedures. Represents the Division and/or the District before outside community groups, the public and other governmental agencies;
- drafts committee and Board of Director reports, resolutions, ordinances and other general correspondence and reports;
- coordinates the recruitment process of division employees with Human Resources, monitors employee performance evaluations for consistency and compliance with District guidelines, and prepares requests for personnel services;
- assists in the investigation of and the writing of reports concerning grievance, disciplinary actions and alleged complaints of discrimination;
- serves as division training coordinator, maintaining division training records, coordination individual and group training;
- providing guidance and administrative support for the Class A & B Driver's License program; and
- conduct studies of division operations to address operational problems, analyzes and makes recommendations of policy rule or procedural changes that will improve operational efficiency.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of:

- Principles of and practices and techniques of public administration and organization applicable to public agencies;
- principles and methods of fiscal management and budget analysis formulation and control;
- principles, practices, and techniques of personnel administration in selecting, training, assigning and coordinating the work of and evaluating and disciplining subordinates;
- research methodology, report writing, basic statistics and development of oral presentations based on the research; and
- use of computers for the purpose of research, word processing, and spreadsheet development;
- English usage—both written and oral, including language mechanics, syntax and English composition.

Ability to:

- Plan and conduct administrative, organizational and operational studies;
- research, compile, and summarize varied information relating to budgeting, administrative and general managerial matters, evaluate alternatives and reach sound conclusions;
- understand, interpret, explain and apply department, District, county, state, and federal rules, regulations and ordinances;
- plan, assign and review the work of subordinates;
- prepare clear and accurate reports, correspondence, procedures and other written material;
- represent the Division and/or the District in meeting with other agencies and the public;
- organize and set priorities work and meet critical deadlines;
- maintain accurate records and files;
- exercise sound judgement within established policies and procedures;
- establish and maintain effective working relationship with those contacted in the course of work;
- depending upon assignment, drive a vehicle; and
- travel to alternative work locations and offsite meetings.

Training and Experience: Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

- Graduation from an accredited college or university with a major in Public Administration or closely related field and experience in a local government agency with some responsibility in budget preparation, coordinating the work of others, and preparation of reports.

OTHER REQUIREMENTS

- Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100 “all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.”

LICENSES AND/OR CERTIFICATIONS

- Possession of or the ability to obtain appropriate California driver's license issued by the State Department of Motor Vehicles and satisfactory driving record.

PHYSICAL DEMANDS AND WORKING CONDITIONS

During the course of performing job duties the employee will need the mobility to work in a standard office setting, use standard office equipment such as a personal computer, word processing and data base software, calculator, a copy and/or fax machine; enter and retrieve data from personal computers and terminals via keyboards which is often performed while sitting for extended periods of time; operate office equipment requiring repetitive arm/hand movement and/or the coordinated movement of more than one limb simultaneously. The employee frequently stands, walks, bends at neck and waists, twists at neck and waist, uses repetitive hand movement, uses simple and power grasping with both hands, uses fine manipulation of both hands and fingers, and may require use of the arms above the shoulder, climb or balance; stoop, kneel or crouch. This position requires that the employee demonstrate adequate hearing and speech to converse in person and over the telephone, and vision to read printed materials and use a computer screen. The employee is occasionally required to lift and carry short distances objects such as reams of copier paper, office supplies, files, books, printed materials and other packages weighing up to 10 to 25 pounds.

The noise level in the work environment is quiet to moderate noise. Position may require the ability to work overtime and weekends as needed.

Employees who drive on District business to carry out job-related duties must possess a California driver's license for the class of vehicle driven and meet automobile insurability requirements of the District including review of a recent DMV history. In order to drive, individuals must be physically capable of operating the vehicles and equipment safely.

To be successful in this job, an individual must be able to satisfactorily perform each of the listed duties. These duties are representative of the knowledge, skill and/or ability required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of the position. Requests for reasonable accommodation should be directed to the Human Resources Manager.

Established: March 1999
Revised: October 2008
Approved by: Human Resources Manager