



POSITION DESCRIPTION

TITLE: MANAGEMENT ANALYST SUPERVISOR

REPORTS TO: General Manager

GRADE: 13

FLSA: Exempt

CONFIDENTIAL: Yes

SUPERVISORY RESPONSIBILITIES

DIRECT: (Position Titles) Conservation and Education Coordinator, Staff Analyst

INDIRECT: None

MINIMUM QUALIFICATION REQUIREMENTS

Unless required by law, experience and education may be substituted for each other upon approval by the General Manager or their designee. Certifications required by law for the position must be obtained within first year in the position.

EDUCATION: Bachelor's degree in Public Administration with minimum five years of progressive administrative responsibility and experience preferred; or equivalent combination of education and experience. Valid California driver's license and proof of insurability are required. Standard First Aid and CPR certifications are required.

EXPERIENCE: Minimum of five years experience performing professional administrative support and supervisory duties and responsibilities. Must have extensive knowledge and working experience in public relations, the application and administration of contracts and grants and water conservation education programs. Comprehensive ability to effectively utilize a personal computer, peripherals, and related word processing, spreadsheet and database management programs. Excellent verbal and written communications skills; ability to constructively deal with conflict and afford effective resolutions.

CONTACT RESPONSIBILITY

INTERNAL: Interaction with Supervisor to receive direction and review results; District management to provide a variety of administrative support functions; Direct reports to provide supervision and oversight; Board of Directors to provide a variety of administrative support functions and assist with travel arrangements; District employees to coordinate agendas and facilitate proper operation of the General Manager's office; all other District personnel as required.

EXTERNAL: Interaction with consultants, customers, vendors, government agencies and officials to schedule meetings, coordinate events and assist with problem resolution.

PHYSICAL REQUIREMENTS

Good hearing, eyesight and speech; Excellent ability to communicate both verbally and in writing; ability to effectively operate and utilize a personal computer and peripherals; able to tolerate periods of continuous sitting; may, on an infrequent basis, assist with lifting up to 50 pounds.

ENVIRONMENTAL CONDITIONS

Work is primarily performed within an enclosed office setting with lighting and ventilation. Subject to conversational noise from other personnel within the facility, along with standard background noise found in an office environment. Subject to long periods of sitting and exposure to computer screen. When performing work outside the facility, subject to variable weather conditions and possible exposure to heavy equipment, dust, fumes, odor and noise. Appropriate personal safety equipment is provided.

DETAILED DUTIES AND RESPONSIBILITIES - ESSENTIAL FUNCTIONS

Under the general direction of the General Manager, this at will position is responsible for a wide variety of high level and professional administrative duties as it relates to legislative, budgetary, planning, and statistical and other management support for District-wide activities. Provide input and assistance in the development of departmental budget proposals in order to maintain or enhance existing levels of efficiency. In addition, this position will receive assignments in broad outline form and is expected to develop a plan, resources and information to complete the assignment. Moreover, this position shall directly supervise the Staff Analyst and Education and Conservation Coordinator. A working knowledge and understanding of District safety rules and regulations, as well as active participation in the District's safety programs is necessary. An ability to perform successfully within a team environment; as well as support of the District Strategic Plan and Mission Statement are essential. Reliable, stable attendance is required.

% TIME	TASKS
50%	Responsible for supervising the following areas: <ul style="list-style-type: none">• The application and administration of all grants programs to effectively seek and gain funding for the District.• All District public relations programs to maintain and foster positive relations between customers, vendors, government agencies and other water Districts.• Oversight of all brochures for water, wastewater, recycled water, EFRR (Elfin Forest Recreational Reserve) and Finance departments.• Coordinate the District's printing supplies.• Perform outreach initiatives with other member agencies such as Paths to Partnerships and CIRC (Cooperative Interagency Resources Coalition), etc., to promote the District and to create and foster a positive relationship.• Oversee education programs of the District, including the 4th grade poster contests and Water Awareness Month.• Oversee outreach work at community events and tours.• Oversee preparation of the Urban Water Master Plan.• Coordinate the maintenance of the District's web page on a regular basis.• Prepare and track the District's Annual Goals.• Implement and track the Tiger Teams programs.• Coordinate the District Employee Guidelines and Procedures Manual.• Review and update Administration Code for accuracy and content.• Oversee preparation of annual CCR (Consumer Confidence Report).
10%	Coordinate the District's legislative and lobbying efforts for state and federal programs, including representation at meetings and developing reports to the Board of Directors. Track legislation via hired consultants and prepare appropriate correspondence and reports.
10%	Maintain and oversee the District's liability, professional and property insurance programs.
10%	Conduct special studies and research as requested by the General Manager.

10% Provide contracts administration and risk support to the General Manager with cases and claims.

DETAILED DUTIES AND RESPONSIBILITIES - NON-ESSENTIAL FUNCTIONS

10% Performs all related duties as assigned.