



POSITION DESCRIPTION

TITLE: STAFF ANALYST

REPORTS TO: Management Analyst Supervisor

GRADE: 5

FLSA: Non-exempt

CONFIDENTIAL: Yes

SUPERVISORY RESPONSIBILITIES

DIRECT: None

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: Associate's degree with progressively responsible experience, or high school diploma or equivalent along with five years of progressive responsibility and valid California driver's license and proof of insurability are required.

EXPERIENCE: Minimum of five years of progressively responsible experience in project coordination grant/award administration and public relations; experience performing support functions including composing, editing and proofing correspondence, understanding of principles and practices of managing and conducting information and marketing programs; knowledge of principles and techniques of journalistic writing and reporting; understanding of legislative requirements; work in a governmental agency; experience working with the public; ability to constructively deal with conflict and afford positive resolutions; excellent ability to organize and manage competing priorities. Comprehensive ability to effectively utilize a personal computer and peripherals, along with related word processing and spreadsheet programs, and experience in record retention organization and requirements. Ability to maintain the highest level of confidentiality.

CONTACT RESPONSIBILITY

INTERNAL: Interaction with Supervisor to receive specific work assignments, general direction and to review overall work accomplishment; District management to provide a variety of administrative support functions; Board of Directors, as required to present or assist with presentation of materials; all District personnel to carry out the requirements of the position.

EXTERNAL: Interaction with residents, consultants, vendors, government agencies, and officials to schedule meetings, discuss and mitigate project concerns, 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 operate and utilize a personal computer and peripherals; ability to tolerate periods of continuous sitting; may on an infrequent basis assist with lifting up to 50 pounds. Ability to travel to conduct District business.

Sufficient manual dexterity to operate equipment; ability to walk on uneven terrain. Position requires the mobility to stand, stoop, reach and bend; may require lifting of heavy objects, pushing and/or pulling of objects. ***May be required to work on weekends, holidays, and occasional night assignments.***

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

This at will position responsibilities include performing a variety of routine to difficult analytical and administrative duties in support of assigned function or operations including grant/award administration, community outreach and project management. Compiles and analyzes invoice data and makes recommendations based on analysis; prepares various reports to monitor grant programs and improve the efficiency and effectiveness of projects. Provides input and assistance in the development of departmental budget proposals in order to maintain or enhance existing levels of efficiency. Performs a variety of responsible professional tasks relative to assigned area of responsibility. Work is generally supervised while in progress and fits an established structure or pattern. The position supports the District Strategic Plan and Mission Statement by remaining informed and involved and exhibits a willingness to ensure successful interactions internally and externally. Must maintain strict confidentiality of privileged information and effectively utilize District resources, assists with maintenance of record retention. A working knowledge and understanding of District safety rules and regulations, as well as active participation in the District's safety programs is necessary. Reliable, stable attendance is required.

The following tasks are typical for this classification. Incumbents may not regularly perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business or staffing needs and changing business practices as defined by the General Manager.

% TIME

TASKS

70%

- Supports the Management Analyst Supervisor with projects as needed, including:
- Performs a variety of professional level research, administrative and analytical duties in support of assigned projects and functions within the Department.
 - Develops, researches and coordinates community outreach efforts on a regular basis, including press releases, newsletters and District brochures.
 - Maintains comprehensive list of grants and awards for potential application.
 - Represents the District by attending and participating in professional group meetings; stays abreast of new trends and innovations in the fields of public relations and public administration.
 - Consults, researches, and monitors assigned contracts and agreements with outside suppliers, service providers and others; ensures work is performed in compliance with contracts and agreements. Ensures adherence to applicable rules and regulations.
 - Acts as back up for the Education and Conservation Coordinator in addition to the Executive Secretary.
 - Assists Supervisor with various administrative functions such as scheduling meetings, organizing and maintaining records retention requirements, supporting the completion of Board agenda items, presentations and activity reports.
 - Provides administrative and project support to other District Managers as

requested.

20%

Project duties including:

- Monitors work of consultants.
- Assists in the preparation of Requests For Proposals (RFPs) and Environmental Impact Reports (EIRs) for various capital projects.
- Represent the District in the community.
- Assists as needed with the implementation of the Cooperative Interagency Resources Coalition.
- Generates original, clear and concise business correspondence which may require posting and or publication.
- Researches citizen inquiries and complaints and responds in a timely manner.
- Provides consensus building skills to develop and successfully resolve concerns on behalf of the community and the District.
- Assist with the preparation and execution of agreements, contracts and other documentation.
- Prepares power point presentations and other electronic media as needed for projects or meetings.
- Provide support to team for project monitoring and budget tracking.
- Act independently and exercise individual initiative and sound judgment.

NON-ESSENTIAL FUNCTIONS

10%

Performs all related duties as assigned.