



Job Title: **Administrative Analyst**
Department: **Department of Utilities**
Date: **December 1, 2022**
 Non-Exempt
FLSA Exemption: **N/A**
Job Reports To: **Chief of Public Utilities**
Pay Grade: **13**
 Full Time

Job Description

Summary/Objective

Under general supervision of the Chief of Public Utilities, and direct supervision of the Management Analyst, performs complex administrative, financial, system, statistical and other technical analysis in support of Department of Utilities activities, functions and programs; provides sound, professional recommendations for action and significant assistance in policy, procedure and budget development and implementation; and performs related duties as assigned.

This Administrative Analyst performs complex and difficult analytical work and staff support within the Department of Utilities office, assignments will vary. Incumbents address Department of Utilities issues, attend to the needs of management staff, and typically performs under conditions requiring a very high degree of sound independent judgment, initiative and the need to effectively handle multiple deadlines and changing priorities.

Essential Job Functions *The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class. Reasonable accommodations may be made to enable individuals with disabilities to perform the following essential functions:*

1. Develops and coordinates the Departments Water Conservation Program, Solid Waste Recycling and other community education focused programs.
2. Development of grant proposals and funding applications for various projects and programs such as water conservation, park rehabilitation and anti-graffiti mitigation.
3. Research's, applies, obtains and manages available grant funding sources.
4. Interfaces with governmental agencies regarding requirements for obtaining funds and monitoring procedures; present proposals as required.
5. Assists in the preparation of the Department Budget preparation and administration, purchasing activities and personnel-related operations.
6. Reviews present and pending legislation to determine effect on organizational operations, and presents recommendations in verbal or written form.

7. Applies a variety of database, spreadsheet, word processing and graphics software programs and functions for division reports.
8. Organizes and maintains databases and determines how information can be extracted for various division reports.
9. Researches and compiles statistical records and financial data.
10. Types, formats, edits, revises, proofreads and prints reports, correspondence, memoranda, transmittal sheets, agreements, contracts, legal documents, ordinances, resolutions, modified standard formats and brief oral instructions; assists in designing and producing technical information handouts.
11. Composes letters, correspondence and reports for Department managers and superintendents. Organize and maintain Department and division records.
12. Trains, coordinates, and reviews work of staff that assist with projects or tasks.
13. Answers, screens and routes telephone calls; greets, informs and directs visitors; communicates information and instructions as an agent of the Chief of Public Utilities.
14. Assists in the coordination and preparation of City special events; Arranges meetings, maintains calendar, makes follow-up calls, and initiates calls as necessary.
15. Assists customers at a public counter and by telephone; responds to complaints from the public, refers the complaint to appropriate staff and/or takes or recommends action to resolve the complaint.
16. Plans, organizes, coordinates, directs or conducts complex administrative or management studies relating to issues and programs.
17. Identifies problems, determines analytical techniques and information gathering processes and obtains necessary information and data for analysis; Analyzes alternatives and makes recommendations.
18. Discusses findings with management staff and prepares reports of study conclusions.
19. Develops implementation plans and assists in implementing policies and procedures.
20. May represent Department at inter-agency, community or professional meetings.
21. Problem solves complaints from residents, businesses and others.
22. Coordinates projects and activities across divisions.
23. Facilitates activities and productivity in overseeing a variety of special assignments.
24. Confers with representatives of other agencies, committee groups, boards, commissions, and vendors as required by project assignments.
25. Provides technical assistance to others on administrative and analytical matters.
26. Plans, organizes, and oversees special projects as required.
27. Administers department or division assigned webpage contents and layout.

Other Job Related Duties Performs other related duties or responsibilities as assigned.

Conformance Statement

In the performance of their respective tasks and duties all employees are expected to conform to the following:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, residents, suppliers and elected officials.
- Work cooperatively and effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.
- Maintain the highest level of ethical behavior in all matters.

Competencies

1. Ethical Conduct.
2. Time Management.
3. Organization Skills.
4. Financial Management.
5. Project Management.
6. Personal Effectiveness/Credibility.

Qualification Guidelines

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education A Bachelor's degree in Public Administration, Business Administration, or a closely related field from an accredited College or University.

Experience Three years of experience comparable to an Administrative Assistant

Condition of Employment

Must possess and maintain a valid California Driver's License and maintain a clean driving record for insurability through the City of San Jacinto. Failure to maintain license/insurability will result in disciplinary procedures including suspension without pay, demotion, and/or termination without Administrative or Judicial appeal.

Knowledge, Skills & Abilities

Knowledge of:

- Advanced principles, practices and methods of administrative and organizational analysis.
- Public administration policies and procedures.

- Business applications, as related to statistical analysis and data management; financial/statistical/comparative analysis techniques and formulae.
- Effective business communications and correct English usage, including spelling, grammar and punctuation; research techniques, methods, and procedures, and report presentation techniques; and City's personnel rules and regulations.
- Research methods and statistical techniques and applications.
- Modern office practices, methods, computer equipment and applications.
- English usage, grammar, spelling, vocabulary, and punctuation.

Ability to:

- Analyze complex administrative, programmatic, operational and financial problems, evaluate alternatives and reach sound conclusions.
- Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.
- Plan and conduct management, administrative, and operational studies.
- Plan, organize, and carry out assignments from management staff with minimal direction; analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Prepare clear and concise reports, correspondence, policies, procedures, presentations, and other written materials.
- Establish and maintain a variety of filing, record keeping, and tracking systems; organize and prioritize a variety of projects and tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate and maintain modern office equipment, including computer equipment and specialized software applications programs.
- Communicate clearly, concisely and effectively, orally and in writing; use tact, discretion and sensitivity in dealing with sensitive situations.
- Establish and maintain effective working relationships with City officials, other public agencies, employees, citizen groups, and the public.

Skills to:

- Manage and monitor complex projects, on-time and within budget.
- Analyze, interpret, summarize and present administrative and technical information and data in an effective manner.
- Interpret, explain, and ensure compliance with City policies and procedures, complex laws, codes, regulations, and ordinances.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Organize and prioritize a variety of projects and tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use English to communicate in person, over the telephone, and in writing.
- Use fact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Work Authorization/Security Clearance

Must complete post-offer/pre-employment Department of Justice finger printing and background screening. Work authorization as required by the U.S. Citizenship and Immigration Services is mandatory within three business days of hire.

Disaster Service Worker Requirements

Under California Government Code Sections 3100 - 3109, public employees are designated as disaster service workers. The term "public employees" includes all persons employed by the state or any county, city, state agency, or public district. Disaster service workers are required to participate in such disaster service activities as may be assigned to them by their employer or by law.

Pre-Employment

All employment offers are contingent upon successful completion of a pre-employment physical exam, a criminal background investigation, which includes finger printing and a pre-employment physical and drug/alcohol test.

Working Conditions, Mental and Physical Demands

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Work Environment

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to operate a motor vehicle, and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and minimal direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Indoor office environment; the employee is frequently required to sit, stand, walk, use hands and fingers, and reach with hands and arms. Lifting and carrying up to 40 pounds. Noise and temperatures are moderate and fumes are not generally present.

Physical Demands

This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift books and files from shoulder-level and above, carry, push, and pull materials and objects weighing up to 40 pounds.

Visual acuity to perform routine filing of documents is required; and use of a computer keyboard and software. While performing the duties of this job, the employee is regularly required to see, talk, and hear.

Essential Mental Functions

Regularly use of written and oral communication skills, read and interpret data, analyze and solve problems; observe and interpret situations; interact with City staff. Be able to make quick decisions, supervise others, problem solve, read, write, and speak publicly. Essential to be able to read, organize, process and interpret data.

Be able to make quick decisions, provide guidance and direction to others, problem solve, read, write, and speak publicly. Essential to be able to read, organize, process and interpret data, and be able to add, subtract, multiply and divide.

Supervisory Responsibility

This position may have limited oversight responsibilities of technical and administrative support staff, but no direct supervisory responsibilities.

Expected Hours of Work/Work Schedule

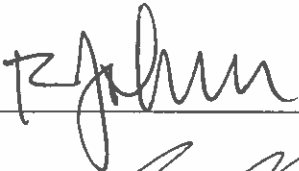
Monday – Thursday 6:30 AM – 5:00 PM (4x10 work week) with a 30-minute lunch break. The position must be available to attend evening and weekend meetings as well as respond to emergency situations.

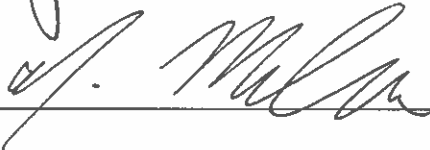
Travel

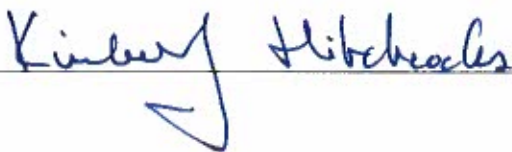
Regular, local travel is expected for this position. Occasional out of town travel for conferences, workshops, and various training opportunities is likely.

Disclaimers and Approval The disclaimer informs the employee that the job description is not a contract between the employee and the employer, that the employer may change the job description or that the employer may request the employee to perform additional duties.

This job description has been approved by all levels of management:

City Manager  Date 11/3/2022

Chief of Public Utilities  Date 11/3/22

HR  Date 11/2/2022

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Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____