

EL DORADO IRRIGATION DISTRICT
Class Specification

CLASS TITLE: Senior Administrative Analyst

DEFINITION

Under general direction plans, organizes, and directs a wide variety of professional administrative support activities for a department and/or division; performs a variety of professional and technical tasks related to assigned responsibilities; and provides administrative support to an assigned higher level supervisor or manager.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the Administrative Analyst series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, which may include providing direct or indirect supervision over assigned personnel. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a higher level supervisor or manager. May exercise direct or indirect supervision over assigned professional, technical, and administrative support personnel.

EXAMPLES OF ESSENTIAL DUTIES: *the duties specified below are representative of the range of duties assigned to the class and are not intended to be an inclusive list.*

Plans, prioritizes, and reviews the work of staff assigned to a variety of professional administrative activities, including but not limited to, the preparation of department budgets, the conduct of special studies and projects related to operational and administrative functions, and/or the development of departmental policies and procedures.

Develops schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.

Participates in evaluating the activities of staff, recommending improvements and modifications.

Provides and coordinates staff training; works with employees to correct deficiencies.

Investigates, analyzes, develops and conducts the more complex studies or projects; prepares and presents technical reports of findings and recommendations.

Researches complex administrative issues, problems, and procedures; prepares various documents and reports regarding special projects, problems, and requests.

Revises and develops fees; negotiates contracts; ensures compliance of department functions with pertinent laws, regulations, and ordinances; authorizes payments for various contracts.

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Evaluates operations and activities of assigned responsibilities; recommends improvements and modifications; prepares various reports on operations and activities.

Performs the most difficult work related to providing professional administrative support to a department.

Represents the department at various meeting regarding department and division activities.

Answers questions and provides information to the public; investigates complaints and recommends corrective action as necessary to resolve complaints.

Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of technical and functional supervision and training. Modern office procedures, methods, and computer equipment. Principles and procedures of financial record keeping and reporting. Technical report writing procedures. Research practices. Principles and practices of budget preparation, analysis, and administration. Principles and practices of accounting in a municipal government. Statistical research and analysis techniques. Principles and practices of budget monitoring. Principles and practices of safety management. Pertinent local, State and Federal laws, ordinances and rules.

Skill/Ability to:

Provide technical and functional supervision over assigned staff; effectively train staff. Perform the most complex duties related to the performance of professional administrative activities. Interpret and explain pertinent State, Federal, District and department laws, regulations, policies and procedures. Assist in the development and monitoring of an assigned budget. Collect, research, analyze, evaluate, and interpret a variety of complex statistical and narrative information and data and make sound recommendations. Recognize, identify, and resolve conflict or problems of a sensitive or political nature. Perform accurate mathematical and statistical calculations. Develop and recommend policies and procedures related to assigned operations. Establish and maintain effective working relationships with those contacted in the course of work. Communicate clearly and concisely, both orally and in writing. On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures. On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

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Experience and/or Education:

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

Experience:

Two years of responsible experience similar to Administrative Analyst II with the El Dorado Irrigation District.

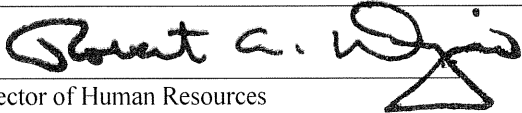
Education:

Equivalent to a Bachelor's degree from an accredited college or university in business or public administration, finance or a related field.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of, or ability to obtain, a valid California driver's license at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

	<u>5/26/10</u>
Director of Human Resources	Date
Established: 08/18/2009	
Revised: 05/26/2010	
FLSA: Exempt	
Unit: Non-Safety	