

UNION PUBLIC UTILITY DISTRICT

POLICY TITLE: Job Description - Administrative Analyst
POLICY NUMBER: 2330
DATE ADOPTED: July 20, 2022

Department: Office Staff
Salary Range: \$23.00 per hour to \$27.96 per hour
Reports to: General Manager
Employee Status: Part-Time/ Hourly
Hours: Average of 16 hours per week, may fluctuate depending on workload.

SUMMARY

Under the direction of the General Manager, the Administrative Analyst is responsible for conducting research related to grants, new policies and mandates, and new technology related to drinking/irrigation water delivery and/or treatment as their primary function. Other duties may be assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This is a specialized classification, which performs a variety of management and administrative service functions. Incumbents will be assigned highly complex, advanced level administrative support responsibilities. Responsibilities include performing a variety of complex grant research, grant writing and administration tasks; developing, establishing and/or managing a variety of projects and programs; ensuring compliance with grant funded projects and submitting required reports. Additionally, they will assume responsibility for coordination of assigned projects and will be expected to work independently with minimal direction.

In order to perform this job successfully, an individual must be able to perform each essential duty satisfactorily

- Assists with a wide variety of administrative projects, providing technical and highly skilled administrative support;
- Prepares complex reports and makes recommendations as appropriate;
- Serves as a liaison between UPUD and outside consultants regarding grants, projects, programs, or other assigned tasks;
- Assists with the analysis of revenue/expenditure data and budgetary/fiscal recommendations for use by management staff;
- Assists in writing a variety of contracts, proposals and bid documents;
- Plans and conducts administrative, organizational, and operational studies, collecting and analyzing data, evaluating alternatives, making recommendations and preparing reports, and assisting in or coordinating implementation after approval;
- Conducts a variety of special projects and studies;
- Prepares narrative and statistical reports, correspondence, informational material and documents, spreadsheets and graphics;
- Creates and maintains policies, procedures, and related documents;
- Manages online document retention system

QUALIFICATIONS

Knowledge of:

- Public agency policies, rules, and regulations
- Grant development and administrative processes
- Public agency budgeting processes
- Operation of Microsoft Office suite to include Word, Excel, Power Point, and Outlook

Ability to:

- Work efficiently and effectively
- Establish and maintain cooperative working relationships with colleagues, contractors, and others contacted in the course of work
- Use standard office equipment such as computers, telephones, copiers, and scanners
- Maintain a professional demeanor

EDUCATION AND EXPERIENCE

Additional relevant experience, which would provide the knowledge and skills listed above, may be substituted for the education requirement on a year-for-year basis

- An AA degree specializing in office functions such as business administration, bookkeeping, or a related field
- A minimum of two years of experience working in a public agency office environment

LICENSES

Possession of a valid California Driver's License

PHYSICAL DEMANDS

Mobility to work in a standard office environment, use standard office equipment and attend off-site meetings; physical ability to sit or otherwise remain stationary at work post for long periods of time; manual dexterity to use standard office equipment and supplies and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.); vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate person and by telephone.