



## POSITION DESCRIPTION

---

**TITLE: ADMINISTRATIVE ANALYST**

**REPORTS TO:** Customer Service and Public Affairs 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:** Bachelor's degree with emphasis in public administration, business administration, communications, or related field, or five years of progressive responsibility is required. Valid California driver license and proof of insurability is required. Standard First Aid and CPR certifications are required.

**EXPERIENCE:** Minimum of five years of progressive responsibility; two years minimum experience in planning and coordinating public information campaigns, legislative analysis, grant/award administration, and/or public relations; experience working with the public and achieving positive relationships; experience performing support functions including composing, editing, and proofing correspondence or other public documents; 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, spreadsheet, database management, and desktop publishing programs. 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 provide clear and concise information related to District initiatives, schedule meetings, discuss and mitigate public 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; 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 office equipment, and camera or video 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 programs pertaining to grant/award administration, community outreach, legislative analysis, conservation, and project management. The ability to work successfully within a team environment is imperative. 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's 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.

<b>% TIME</b>	<b>TASKS</b>
<b>30%</b>	Conducts public outreach and education tasks, including: <ul style="list-style-type: none"><li>• Develops and conducts community outreach programs on a regular basis.</li><li>• Develops material to be presented via news releases, newsletters, website, social media, and other printed material.</li><li>• Assists with the development and maintenance of OMWD's website.</li><li>• Acts as a liaison between OMWD and local schools about water conservation.</li><li>• Utilizes comprehensive desktop publishing and graphic design skills to develop various promotional, educational, and conservation news releases and brochures related to public outreach and education.</li></ul>

- Develops, researches, coordinates, and updates a variety of public information materials and/or reports, including exhibits and displays.
- Generates original, clear, and concise business correspondence which may require posting and/or publication.
- Prepares PowerPoint presentations and other electronic media as needed for presentations or meetings.
- Performs a variety of professional-level research, administrative, and analytical duties.
- Conducts independent research by which to complete and submit award applications.
- Plans and executes ceremonial events.
- Coordinates tours of OMWD facilities.
- Professionally represents and/or speaks publicly on OMWD's behalf.

**30%**

Conducts regulatory and legislative tasks, including:

- Understands, interprets, and applies pertinent federal, state, and local laws, codes, and regulations as they pertain to the District.
- Performs a variety of professional-level research, administrative, and analytical duties for completing Water Loss Report, SWRCB Monthly Usage Report, Consumer Confidence Report, and Urban Water Management Plan in accordance with state and federal guidelines, and meets deadline dates.
- Compiles and maintains regulatory documentation databases or systems;
- Coordinates efforts associated with the preparation of regulatory documents or submissions.
- Utilizes comprehensive desktop publishing and graphic design skills to develop various promotional, educational, and conservation news releases and brochures related to regulatory and legislative documentation.
- Conducts independent research by which to complete and submit grant applications; administers grants upon achievement.
- Interprets regulatory rules or rule changes and ensures that they are reflected in District policies and procedures.
- Provides technical review of data or reports to assure accuracy and clarity of presentation.
- Prepares PowerPoint presentations and other electronic media as needed for projects or meetings.
- Prepares or directs the preparation of additional information or responses as requested by regulatory agencies.
- Engages local, state, and federal representatives on proposed legislation, including writing comment letters, attending meetings, and collaborating with lobbyists.
- Prepares outreach materials about regulatory and legislative developments to ensure an informed customer base.

**20%**

Conducts administrative tasks, including:

- Assists with the preparation and execution of agreements, contracts, and other documentation.
- Prepares PowerPoint presentations and other electronic media as needed for projects or meetings.
- Utilizes comprehensive desktop publishing and graphic design skills to develop various promotional, educational, and conservation news releases and brochures related to administrative documentation.

- Provides support to team for project monitoring and budget tracking.
- Acts independently and exercise individual initiative and sound judgment.
- Represents OMWD at professional group meetings; stays abreast of new trends and innovations in the fields of legislation, public relations, public administration, public education, and conservation.
- Performs a variety of professional-level research, administrative, and analytical duties.
- Prepares staff reports including resolutions and ordinances for Board approval.
- Effectively budgets.
- Reviews various agency informational reports and board packets and synthesizes comments and information in order to develop and recommend positions and responses.
- Monitors work of consultants.
- Assists in the preparation of Requests for Proposals and Environmental Impact Reports for various capital projects.
- Assists supervisor with various administrative functions such as scheduling meetings, organizing and maintaining records, supporting the completion of staff reports, presentations, and activity reports.
- 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.
- Provides consensus-building skills to develop and successfully resolve concerns.

**10%**

Performs Customer Service related duties:

- Performs various customer service functions, such as interacting with customers in person and via telephone, answering questions, handling cash payments, and researching customer accounts.
- Researches citizen inquiries and complaints and responds in a timely manner.

---

**DETAILED DUTIES AND RESPONSIBILITIES - NON-ESSENTIAL FUNCTIONS**

**10%**

Performs all related duties as assigned.