

NEVADA IRRIGATION DISTRICT

Job Description

Job Title:	Administrative Analyst I/II	Reports To:	Assigned Supervisor
Salary Range:	A95 / B17	Approved by Board of Directors:	04/13/2022
FLSA Status:	Non-exempt	Unit:	Office
<i>Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.</i>			

Definition

Under supervision, learns to perform and performs professional analytical and technical duties; performs general and complex administrative duties; develops, implements, and administers assigned program responsibilities, including budget preparation, revenue analysis and project/program specific financial management; conducts analytical research, performs grant coordination and reporting services; performs other related duties as assigned.

Distinguishing Characteristics

Administrative Analyst I: This is the entry-level class in the Administrative Analyst series that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision, incumbents perform the more routine and less complex support assignments while learning policies, procedures, and more in-depth analytical skills. As experience is gained, there is greater independence of action within established guidelines. This classification is alternatively staffed with Administrative Analyst II and incumbents may advance to the higher-level after gaining experience, demonstrating the ability to complete complex technical analysis, and demonstrating a level of proficiency that meets the qualifications of the higher-level class.

Administrative Analyst II: This is the journey level class in the Administrative Analyst series and is distinguished from the I level by the assignment of the full range of duties and the ability to work on assignments with limited supervision. Employees at this level receive only occasional instruction or assistance as new, unusual, or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are normally filled by advancement from the I level

This class is distinguished from the next higher class of Senior Administrative Analyst in that the latter is expected to independently perform the full scope of administrative and technical analysis, research and manage new and current program activities as assigned.

Supervision Received and Exercised

Administrative Analyst I

Receives immediate supervision from assigned supervisory personnel.

Administrative Analyst II

Receives general supervision from assigned supervisory personnel.

Essential Functions Statements

Essential and other important responsibilities and duties may include, but are not limited to, the following:

1. Performs analytical and technical duties related to developing grants, projects, technical assessments, and policy development.
2. Carry out survey and research, as well as perform statistical analysis to address administrative, fiscal, personnel, and/or operational problems.
3. May serve as a project lead over a team responsible for developing and configuring management plans supporting the development of complex programs; defines and recommends processes for various technical environments.
4. Completes technical analysis related to regulatory compliance or enforcement.
5. Coordinates department revenue analysis and administration, and monitors expenditures.
6. Conducts research and technical analysis within the department.
7. Assists in development and implementation of policies, procedures, goals and objectives.
8. Coordinates grant services, including writing, scheduling, seeking out, and identifying grants and assigning staff to follow up with the application process as necessary.
9. Completes a variety of special projects; prepares a wide variety of reports, manuals, procedures and publications; conducts policy and legislative analysis.
10. Coordinates assigned work with related activities by other District departments, governmental organizations and public organizations; identifies interdepartmental cooperation opportunities.
11. Aid in resolving operational and administration issues; identify issues and conduct research to find alternative solutions; make and assist in the implementation of recommendations.
12. Assist the public with interpreting, understanding, and complying with District policies and procedures.
13. May represent the District on regional coordination groups.
14. Performs general administrative duties.

Qualifications

Knowledge of:

- Operational characteristics, services and activities of assigned program area.
- Principles, practices and methods of administrative and organizational analysis.
- Principles and practices of program and budget development and implementation.
- Grant writing and administration.
- Public administration policies and procedures.
- Principles, structuring and organization of municipal agencies.
- Methods and techniques of supervision, training and motivation.
- Basic principles of mathematics.
- Applicable federal, state and local laws, codes and regulations.
- Methods and techniques of scheduling work assignments.

- Standard office procedures, practices and equipment.
- Modern office equipment including a computer and applicable software.
- Methods and techniques for record keeping and report preparation and writing.
- Proper English, spelling and grammar.

Ability to:

- Perform a full range of responsible analytical and administrative duties in support of assigned programs functions, and/or department involving the use of independent judgement and personal initiative.
- Analyze financial, budgetary, administrative, operational and organizational problems, evaluate alternatives and reach sound conclusions.
- Develop and coordinate work programs and grants; develop and administer a budget; prepare clear and concise administrative documents and reports; create and manage Excel spreadsheets.
- Research, compile, analyze, interpret and prepare a variety of fiscal, statistical and administrative reports.
- Implement, explain and apply applicable laws, codes and regulations.
- Read, interpret and record data accurately.
- Perform mathematical calculations quickly and accurately.
- Make adjustments to standard operating procedures to improve effectiveness and comply with regulatory changes as appropriate.
- Organize, prioritize and follow-up on work assignments.
- Work independently and as part of a team.
- Make sound decisions within established guidelines; analyze a complex issue and develop and implement an appropriate response.

Responsibility to:

- Obey safe work practices, procedures, and regulations including wearing protective equipment and safety devices.
- Operate equipment in a careful and safe manner.
- Acknowledge the use of safeguards by other employees.
- Report any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.
- Report any safety risks or hazards to your supervisor or other management personnel.
- Report to your supervisor or other management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

Experience and Education Guidelines

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

Experience:

Five years of responsible administrative, analytical and technical experience.

Education:

Administrative Analyst I

A bachelor's degree in business or a related field may be substituted for the two years of experience.

Administrative Analyst II

In addition to the above, two years of experience equivalent to that of an Administrative Analyst I with Nevada Irrigation District.

License and Certificate:

Possession of a valid California driver's license.

Working Conditions

Environmental Conditions:

Work is normally performed in a temperature-controlled office environment subject to typical office noise. Some duties may include working in an outdoor environment, depending on assignment.

Physical Conditions:

Essential functions may require maintaining physical condition necessary to sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to review documents related to department operations; observe, identify, and problem solve office systems and procedures; understand, interpret and explain department policies and procedures; explain and problem solve office issues for the public and with staff; handle conflict.