

ENCINA WASTEWATER AUTHORITY

DATE: December 1, 2010 (Approved)

CLASSIFICATION: Management Analyst

POSITION TITLE: Assistant Management Analyst

DIVISION: Office of the General Manager

SECTION: Office of the General Manager

POSITION SUMMARY: This position serves as the Authority's entry level Management Analyst and requires supervision. The Assistant Management Analyst performs responsible, sensitive and complex technical and administrative tasks. Under direction of the Assistant General Manager, the Assistant Management Analyst performs multiple assignments in the areas of administration, organization, financial management, engineering and wastewater resource planning. This position provides technical and functional support and assistance to department staff, the EWA management team and the Board of Directors on a broad range of issues. In addition, this position may perform various purchasing and accounts payable operations of the Authority.

SUPERVISORY DIMENSIONS: None

REPORTS TO: Assistant General Manager

ESSENTIAL JOB DUTIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed.

- Promotes the Authority's Mission, Vision and Values.
- Assists with committee and Board of Directors agenda development and delivery process, including drafting documents to be incorporated in the agenda. Communicates with, and prepares schedules for, executive staff to ensure the Authority's business is conducted in a timely and professional manner.
- Assists in planning, developing, implementing, managing, and administering program(s) in assigned area of responsibility.
- Assists staff with contract negotiations and the administration of consultant contracts.
- Assists staff with the development, update, and revision of long range planning studies, feasibility studies, master plans and other technical studies.

- Performs project and policy analysis, which includes: conducting research; identifying and raising pertinent issues; drafting findings; presenting results; reviewing, writing, and analyzing policies and procedures; administering assigned programs, agreements, and/or projects.
- Assists staff with the development of EWA's annual budget. Familiar with Excel, Access Plus and other software/database. Capable of developing spreadsheets to reflect data analysis. Prepares expenditure and revenue projections, related charts and graphs in conformance with accepted practices within the field of public administration. Ensure that program expenses are charged correctly, and if not research and provide reasons for discrepancies. Monitor program revenue and expense reports, review for accuracy and completeness.
- Assists staff with consultant selection processes including RFQ/RFP development, scope of work development, selection team rating criteria, interviews, and follow-up debriefings, etc.
- Coordinates and administers special programs and/or events, which includes: publicizing programs; processing invoices; developing and monitoring budget; and, performing other related activities.
- Prepares and reviews requisitions for completeness, accuracy, approvals, adherence to policies and conformance to the budget. Reviews service contracts for form and consistency; maintains a contract inventory and administers repetitive contracts as assigned; administers and/or advises on contracts for services and supply. Issues purchase orders.
- Prepares specifications and requests for proposal/bid according to established procedures and coordinates the solicitation and review of quotations, proposals and bids according to established procedures. Writes reports analyzing purchasing situations and recommending appropriate actions.
- Prepares recommendations and reports to the EWA Board of Directors, Board subcommittees, and others. Prepares and delivers oral presentations to these and other bodies.
- Provides technical and administrative support to the General Manager, Assistant General Manager, EWA Departments and member agency staff. Reviews and analyzes proposed state and federal legislation and regulations.
- Assists staff with the administering the Authority's Fixed Asset Program.
- Represents and promotes EWA's positions at local, state, and federal forums.
- Performs other duties as assigned.

Specific Types of Knowledge, Skills and Physical Abilities Required for the duties:

- Knowledge and application of project planning, contract administration principles, Joint Power Authorities public administration policies, practices and procedures; knowledge of contracts, legal principles and regulations as they relate to purchasing; familiarity with data processing concepts; ability to gather, interpret and analyze data; ability to communicate clearly in oral and written expression and in the application of administrative and statistical research and reporting techniques; ability to effectively interact with other departments, the Board of Directors, other

agencies and the public; after one year, ability to understand the technical and engineering principles associated with the planning, design, administration and operation of wastewater treatment facilities.

EDUCATION REQUIREMENTS: A Bachelor's Degree in the natural or environmental sciences, public or business administration, engineering, or a related field from an accredited four-year college or university or any combination of three years professional experience, professional certification and education demonstrating the candidate's ability to perform the essential duties.

EXPERIENCE REQUIREMENT: Minimum of one (1) year of related experience is desired with a Bachelor's degree.

ADVANCEMENT: Incumbents working at the Assistant Management Analyst level may be advanced to the Associate Management Analyst level after serving 3 years incumbent and with the recommendation of the Assistant General Manager based on the criteria above and performance. The performance reviews describe the successful performance of duties and skill sets within the Assistant Management Analyst job description and completion of professional assignments in the particular departments assigned.

LICENSE REQUIREMENT: Possession of a valid California Class C Driver's license and ability to be insured under the Authority's automobile coverage.

Note: Failure to maintain a valid California Driver's License constitutes possible cause for termination.

PHYSICAL AND MENTAL DEMANDS:

Physical Demands

While performing the duties of this position, the employee is regularly required to walk; talk or hear by telephone and in person; sit; smell; use hands and fingers to handle, feel or operate objects, tools, or controls; reach and lift with hands or arms.

Specific vision abilities required by this job include close vision, distance vision, the ability to distinguish colors and shades, depth perception, and the ability to adjust focus.

Mental Demands

While performing the duties of this position, employees are regularly required to use oral and written communication skills, read documents or instructions; analyze and solve problems; observe and interpret data or information; use mathematical reasoning; learn and apply new information or skills; perform highly detailed work; work under changing, intensive deadlines with constant interruptions; and perform multiple concurrent tasks.

WORK ENVIRONMENT: The employee typically works under office conditions, and the noise level is usually quiet.

QUALIFICATIONS: Ability to pass Authority pre-employment physical examination; possession of a good driving record and ability to be insured by the Authority's insurance carrier; and the ability to read, write, speak and comprehend English.

RIGHT TO WORK REQUIREMENT: Must be a United States citizen or possess qualified alien status. Documentation of eligibility to work in U.S. will be required as a condition of employment.

The Encina Wastewater Authority does not discriminate against any applicant for employment on the basis of age, race, color, sex, ancestry, national origin, pregnancy, marital status, sexual orientation, sexual identity, religion, military status, medical condition, mental disability, and physical disability.

The list of essential job duties contained in this job description is not exhaustive, and may be supplemented as necessary. This position performs other related duties as assigned, some of which may become essential to the position.

Any offer of employment for this position is contingent upon receipt of acceptable results from a background investigation and a drug screen.