

ENCINA WASTEWATER AUTHORITY

DATE: December 1, 2010 (Approved)

CLASSIFICATION: Management Analyst

POSITION TITLE: Principal Management Analyst

DIVISION: Office of the General Manager

SECTION: Office of the General Manager

POSITION SUMMARY: This management position serves as the Authority's Senior Analyst and independently performs highly responsible, sensitive and complex technical and administrative tasks. This position works directly with departments to assist with budget analysis and preparation and administrative and operational consultation responsibilities. Under general direction of the Assistant General Manager, the Senior Management Analyst performs multiple complex assignments in the areas of engineering, capital project management, administration, organization, financial management, and wastewater resource planning. This position provides consultation to the departments, the EWA management team and the Board of Directors on a broad range of issues. This position customarily and regularly exercises discretion, independent judgment, and decision making.

SUPERVISORY DIMENSIONS: None

REPORTS TO: Assistant General Manager; provides assistance to department management staff.

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.
- Effectively manages committee and Board of Directors agenda development and delivery process. Communicates with, and prepares schedules for, executive staff to ensure the Authority's business is conducted in a timely and professional manner.
- Demonstrates leadership, coaching and mentoring skills, and management techniques while steering project teams to accomplish complex projects/programs.
- Directs or acts as Lead staff for the coordination and development of the EWA's annual budget; receives and analyzes departmental budget requests; prepares expenditure and revenue projections; determines fund balances; calculates, compiles and presents assigned segments of total budget to EWA's Executive Team, Committees and the Board of Directors; provides liaison with departments, Human Resources, Finance and other representatives on matters related to the budget adoption process. Conducts complex cost and member agency capacity analyses of ownership and allocation issues for budget preparation.

- Plans, organizes, coordinates, directs or conducts detailed administrative or management studies relating to the activities or operation of the Authority; serves as Project Manager on complex wastewater resource planning studies and technical projects.
- Consults with department managers and staff on operational, organizational and administrative issues; participates in the development of annual work plans, long-range planning objectives, feasibility studies, master plans and other technical studies, agenda materials/strategies, operational policies and procedures.
- Coordinates interdepartmental projects, implementation of policy and changes in service levels and delivery systems; provides consultative direction to managers on matters related to organizational and/or operational effectiveness.
- Conducts complex studies of technical, economical, statistical, financial, organizational and operational concerns; reviews and analyzes legislation and regulations; develops funding proposals, policy alternatives and strategies; prepares and presents reports and recommendations on such studies and administrative issues.
- Provides oral presentations of findings to the EWA Management group, Board of Directors, Board subcommittees, and others.
- Negotiates contracts for small and large complex technical studies and projects. Administers consultant contracts; review, evaluates and directs consultant work; Oversees consultant selection processes including RFQ/RFP development, scope of work development, selection team rating criteria, interviews, follow-up debriefings, etc.
- Provides technical and administrative support to the General Manager, EWA Departments and Member Agency staff.
- Represents and promotes the 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 wastewater resource and project planning, contract administration principles, Joint Power Authority's public administration policies, practices, procedures, laws, and ordinances; familiarity with data processing concepts. Extensive knowledge of budget preparation principles and techniques; exceptional 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 understand the technical and engineering principles associated with the planning, design, administration and operation of wastewater treatment facilities; ability to be effective across functional areas, departments, the Board of Directors, other agencies and the public; ability to work independently without supervision.
- Exceptional knowledge of budget/financial/analytical programs and the ability to perform specialized analyses using existing programs/database, i.e. Excel, develop formulas within Excel.

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. A Master's Degree in an applicable field is desired but not required.

EXPERIENCE REQUIREMENT: Six (6) years of increasingly responsible related experience.

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.