

NEVADA IRRIGATION DISTRICT

Job Description

Job Title:	Senior Administrative Analyst	Reports To:	Assigned Supervisor
Salary Range:	B36	Approved by Board of Directors:	04/13/2022
FLSA Status:	Exempt	Unit:	Supervisor
<p><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></p>			

Definition

Under general direction, performs highly responsible, complex and extremely sensitive and/or confidential analytical professional and technical activities to support department and management staff. Independently develops, implements and administers assigned program responsibilities, including: budget preparation and financial management, conducts research, performs grant preparation and coordination services, conducts organizational analysis, operational audits, and coordinates activities of assigned department with other departments, and/or outside agencies, supervises other professional and technical staff, and performs other related duties as assigned.

Distinguishing Characteristics

The Senior Administrative Analyst is a professional level class in which the incumbent is expected to independently perform the full scope of administrative analysis, research and management of new and current program activities as assigned. This role is considered the lead and/or specialist level within the Administrative Analyst Series. In the lead assignment, incumbents provide supervision and direction to technical and/or professional level staff, including delegation, direction, and evaluation of assigned work. In the analyst assignment, incumbents work on specialized projects containing a high number of complex, difficult, and sensitive tasks, and assignments. Positions at this level are distinguished from those in the lower classification of Administrative Analyst II by their performance of more difficult and complex work requiring independent judgment and decision-making for more complex departmental issues and based on providing supervision of staff or technical activities.

Supervision Received and Exercised

Receives general supervision from assigned supervisory or management personnel.

May exercise functional and technical supervision of lower-level personnel.

Essential Functions Statements

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

1. Performs complex professional analytical and technical duties related to developing grants, projects, technical assessments, and policy development.
2. Coordinates development of department expense and revenue projections, analysis and administration, and develops trend assessments of all budget items.

3. Serves as a project lead over a team responsible for developing and configuring management plans supporting the development of complex programs; and defines and recommends processes for various technical environments.
4. Reviews existing and future programs and agreements to ensure efficiency of administration and cost effectiveness. Provides recommendations for improvements.
5. Compiles and analyzes information, evaluates options, prepares, and presents recommendations for review by management and may findings directly to the Board of Directors.
6. Assists in development and implementation of policies, procedures, goals and objectives.
7. Conducts detailed and complex organizational studies pertaining to workflow, time and cost factors, administrative systems, records and filing systems, procedures, staffing levels, and organizational structures to determine potential areas for organizational improvement.
8. Oversees a variety of special projects; prepares a wide variety of reports, manuals, procedures, and publications; and conducts policy and legislative analysis.
9. Coordinates assigned work with related activities by other departments, governmental organizations and public organizations; and identifies interdepartmental cooperation opportunities.
10. Oversees grant services by providing assistance to staff completing grant applications. Works with departments by assisting staff in meeting and understanding grant requirements so all aspect of grant compliance are addressed. Maintains continuing and effective rapport with staff in various local, regional, state and federal offices to ensure timely knowledge of grant related information; negotiates resolutions of eligibility and compliance issues.
11. Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, management, staff and the public.
12. Represents the District on regional coordination groups.

Financial/Budget Support:

1. Develops and directs the implementation of goals, objectives, policies and procedures and work standards for the administrative support function of the department.
2. Directs departmental operations on fiscal matters, including budget development, monitoring and control, including departmental oversight of financial transactions.
3. Oversees and coordinates the development of the department's or multiple departments' operating, capital, and revenue budgets in coordination with other divisions.
4. Monitors the budget and takes corrective action at the fund level for multiple enterprise and governmental funds.
5. Ensures adherence to codes, applicable laws, regulations and guidelines relating to administrative and financial activities.

6. Represents the department in interpreting and explaining financial, administrative and operational plans and documents to District officials, auditors, other agencies and the general public. May train individuals, departments, or groups.
7. Coordinates and prepares requests for grant funds and appropriate records and cost reports to various funding agencies.
8. Performs analytical work in the development and management of grants and contracts and the management of department level procurement and/or personnel functions, based on established budgets.
9. Prepares substantial planning documents such as impact fee studies, long-term operational management plans, and other policy development and implementation studies.
10. Establish positive working relationships with representatives of community organizations, state/local agencies and associations, management and staff and the public.

Qualifications

Knowledge of:

- 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, evaluation 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, practice 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:

- Analyze financial budgetary, administrative, operational and organizational problems, evaluate alternatives and reach sound conclusions and communicate results with management, staff, and/or the public.
- Develop and coordinate work programs and grants.
- Develop and administer a budget.
- Prepare clear and concise administrative documents and reports.
- Research, compile, analyze, interpret and prepare a variety of fiscal, statistical and administrative reports.
- Implement, explain and apply applicable laws, codes and regulations.
- Train, supervise and motivate assigned staff.
- 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.
- Train individuals, departments, or groups in areas pertaining to expertise (i.e. financial, personnel, research) analyze a complex issue, develop and implement an appropriate response.
- Communicate clearly and concisely, both orally and in writing, establish and maintain effective working relationships.
- Operate an office computer and variety of word processing, spreadsheet, presentation, financial and other software applications. Develop, analyze, proofread and maintain Excel spreadsheets.

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:

Equivalent of seven years of directly related analyst experience, including two years of project management experience.

Education:

Bachelor's degree in business, public administration or a related field. A Master's degree in a related field is highly desirable.

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 and/or stand at counter for long periods of time; intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands as required; 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.