



Marina Coast Water District

11 Reservation Road, Marina, CA 93933
(831) 384-6131 | Fax (831) 883-5995

ADMINISTRATIVE ANALYST

DEFINITION

Under general supervision, provides analysis, implementation and monitoring of programs related to water, wastewater and recycle water; ensures compliance with State and Federal regulations; develops and maintains databases; performs regulatory reporting for Local, State and Federal agencies; performs procurement within the Operations and Maintenance Department, and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

General direction is given by the Operations and Maintenance Manager. No direct supervision of staff is exercised.

CLASS CHARACTERISTICS

This is a single class position that is responsible for planning and coordinating of District wide water and wastewater analysis. The incumbent coordinates the required sampling analysis with contract labs to ensure the District maintains compliance. Incumbent is also responsible for providing technical reports to State and Local Air boards, County Health Departments, and the California Waterboards. This position will require the frequent use of tact, discretion, and independent judgment as well as knowledge of State regulations and departmental functions. The work requires the interpretation and application of policies, procedures and regulations and involves frequent contact with the regulators and the public.

EXAMPLES OF DUTIES (Illustrative Only)

- Oversees the District's sampling program to ensure compliance with State and Federal requirements
- Prepare the District's annual Consumer Confidence Report (CCR).
- Assists in preparing the annual Waterboards Report.
- Assists in preparing monthly State Drinking Water Reports.
- Ensures vehicle and off-road compliance with California Air Resources Board and prepares annual DOORS report.
- Ensures compliance with local Air Resources Control Board and compiles data and submits reports to Air Boards upon request.
- Prepares annual County Health CERS reporting.
- Prepares backflow notices and mails out to District customers.
- Inputs backflow data into District's database, and coordinates with backflow testers when issues arise in reports.
- Compiles and assists in the preparation of statistical and regulatory reports.
- Keeps track of safety requirements for Operation's Staff and sets up required training.

- Provides purchasing and requisition request from Operations and Maintenance staff, including compiling and completing Purchase Orders.
- Schedules vehicles for routine maintenance and emergency repair.
- Attends to a variety of office administrative details, such as keeping informed of District activities, attending meetings, transmitting information, arranging for equipment maintenance, and researching and scheduling training for safety and contact hours for Operation's personnel.
- Develops office support procedures, forms, and systems to meet department needs.
- Secures and compares information regarding price, quality, availability and other pertinent data for material, supply and equipment purchases; analyze and make recommendations.
- Coordinates activities with and provide information to outside contractors and service suppliers.
- Assists in the development of new program elements and program modifications as necessary to meet stated goals and objectives.
- Receives and screens visitors and telephone calls; provides information to District staff, regulatory agencies, other organizations and the public, requiring the use of judgment and the interpretation of policies, rules, procedures and ordinances.
- Prepares detailed correspondence, reports, forms, invitations, graphic materials and specialized documents from drafts, notes, brief instructions, dictation, or corrected copy, proofreads materials for accuracy, completeness, compliance with District policies, format and English usage, including grammar, punctuation and spelling.
- Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment and multi-line telephones; may operate a two-way radio or other department-specific equipment.
- Organizes and maintains various administrative, departmental, reference and follow-up files; purges files as required.
- Assists in preparation of bid documents, contracts, and provides liability and insurance requirements, bonds, and performance warranty management.

QUALIFICATIONS

Knowledge of:

- Basic organization and function of public agencies, including the role of an elected District Board.
- State and Federal safe drinking water regulations.
- Principles of Cross Connection and types of Backflow assemblies.
- Applicable codes, regulations, policies, technical processes and procedures.
- Standard office administrative practices and procedures, including the use of standard office equipment.
- Business letter writing and the standard format for reports and correspondence.
- Computer applications related to the work, including word processing, PowerPoint, database and spreadsheet applications.
- Records management principles and practices.
- Techniques of contract administration, preparation and monitoring for a public agency which includes purchasing and construction.

- Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone.

Skill in:

- Providing varied and responsible analytical and office administrative work requiring the use of independent judgment, tact and discretion.
- Planning, organizing and managing assigned technical and procedural functions.
- Prioritizing reporting and projects to ensure minimal disruption of day to day operations.
- Working with outside vendors and ELAP certified Laboratories.
- Interpreting and implementing policies, procedures, technical processes and computer applications related to the department.
- Analyzing and resolving office administrative and procedural concerns.
- Performing advanced research and preparing reports and recommendations.
- Composing correspondence and reports independently or from brief instructions.
- Making accurate arithmetic and statistical calculations.
- Using English effectively to communicate in person, over the telephone and in writing.
- Using initiative and independent judgment within established policy and procedural guidelines.
- Organizing own work, initiating processes, coordinating projects, setting priorities, meeting critical deadlines and following up on assignments with a minimum of direction.
- Taking a proactive approach to customer service issues.
- Making process improvement changes to streamline procedures.
- Word processing at a net speed of 50 words per minute from printed copy.
- Establishing and maintaining effective working relationships with those contacted in the course of work.

Education:

Possession of bachelor's degree from an accredited college in Business or water related science.

Experience:

Three years of responsible administrative experience. One-year experience in working within a water or wastewater municipality is highly desirable.

License:

Must possess a valid California class C driver's license and have a satisfactory driving record.

Physical Demands:

Must possess mobility to work in a standard office setting and perform minor field work. Must be able to use standard office equipment, including a computer; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone; and mobility to work in outdoor conditions to perform inspection and related activities.

Other Requirements:

Occasional attendance at off-hours meetings is required.

