

Pleasant Valley Recreation and Park District, CA



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

ADMINISTRATIVE ANALYST

Department: Administration

Pay Grade: F107

FLSA Status: Exempt

JOB SUMMARY

Under general supervision, performs a variety of complex and responsible administrative and management duties to the executive leadership team and Board of Directors. This position is responsible for work in the areas of budgeting, information technology, capital project scheduling and coordination, emergency response planning, conducts analytical studies, and prepares reports of special projects in accordance with District policies and procedures; acts as liaison and staff support to community groups.

ESSENTIAL JOB FUNCTIONS

- May serve as Clerk of the Board
- Attend District Board, subcommittee, and other governmental meetings.
- Prepare, monitor, distribute, or publish administrative records such as Board Resolutions and Ordinances (Board of Directors' Agenda, Board of Directors' Minutes, Agenda Items, etc.) to Board members, District divisions and the public. Assist in the preparation and delivery of the monthly board packets.
- Independently respond to public records requests, complaints, information requests, letters, and general correspondence related to District policy and/or procedures, and public records requests to general public, outside agencies, and District staff.
- Conduct administrative and/or management studies relating to the activities and operation of the assigned department, office, or program area; conduct surveys, research, and statistical analysis on administrative, fiscal, and operational issues.
- Establish lease agreements with cellular communication and/or other companies and oversee facility installation on park property.
- Prepare requests for proposals, represent the District to contractors and vendors, analyze bid results and make recommendations for contractual services.

- Oversee, plan, and implement projects and programs of strategy and long-range goals for the District.
- Independently respond to letters and general correspondence of a routine nature.
- Review material upon completion for conformance to District requirements.
- Participate in coordinating special presentations and special events; prepare commendations, proclamations, and certificates for District presentations; coordinate activities at meetings; coordinate special District events including groundbreaking, grand openings, and related events.
- Revise and develop fees; negotiate contracts; ensure compliance of department functions with pertinent laws, regulations, and ordinances.
- Administer the risk management and insurance programs.
- Assist in reviewing and proofing brochures, technical manuals, and staff reports.
- Deliver presentations to the Board of Directors at board and committee meetings,
- Assist with the budget development process and budget monitoring activities; provide assistance in the development of assigned budget; collect and analyze financial data; and review of division and/or assigned department operating, multi-year, capital improvement District budget documents.
- Write and prepare grants. Manage grant funds and track expenditures, including preparing required grant reports as well as review for accuracy and compliance.
- Oversee/prepare the Status report, public notices, and other similar communications.
- Must maintain the District's policies regarding Standards of Conduct and Confidentiality.
- Ensure the application of and compliance with established District Policies and Procedures.
- Observe safety and security procedures; determine appropriate action beyond guidelines; report potentially unsafe conditions; use equipment and materials properly.
- Establish and maintain an open and effective system of communication throughout the organization.
- Act as liaison with the County of Ventura: Elections Division, County Clerk & Records, Assessor's Office, Board of Supervisor's Office, and Auditor's Office; and remind staff to file Conflict of Interest Form 700 online and update every two years the AB1234 training.
- May be required to supervise, train, and monitor Customer Service Representatives, office volunteers, temporary employees, contractors, or sub-contractors.
- Oversee grants including research, proposal writing, and reporting requirements.
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

Bachelor's degree in business, finance, communications, public administration, park administration or related field with minimum of two (2) years of progressive experience, administrative responsibility, or equivalent combination of education and experience.

Special Qualifications:

Position may require an average amount of driving, therefore, must have daily access to a vehicle, and possess a valid California driver's license, and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required no later than six (6) months after employment. Successful completion of tuberculosis, drug and alcohol screening and criminal justice fingerprint clearance/background check required.

Knowledge, Skills, and Abilities:

- Knowledge of principles and techniques of administrative and fiscal analysis, organization and staffing, public relations and personnel or benefits administration.
- Knowledge of current records technology, State code, District ordinances, and regulations governing the transcription, maintenance, and disposition of official records.
- Skills to use a variety of current computer-based document transcription, storage, and retrieval systems and various types of standard office equipment.
- Ability to prepare a variety of reports and recommendations, communicate orally and in writing, establish and maintain effective working relationships with co-workers, the general public, and outside contractors.

PHYSICAL DEMANDS

The work is categorized as light. Additionally, the following physical abilities are required:

- Mobility: Frequent use of office equipment; frequent sitting for long periods of time; occasional bending or squatting.
- Lifting: frequently up to 10 pounds; occasionally up to 25 pounds.
- Vision: constant use of overall vision, frequent reading, and close-up work; occasional color and depth vision.
- Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching.
- Hearing/Talking: frequent hearing and talking, in person and on the phone.
- Emotional/Psychological: frequent concentration; frequent public and/or coworker contact; occasional working alone.
- Environmental: frequent exposure to noise.

WORK ENVIRONMENT

Work is performed in a typical temperature-controlled office environment subject to typical office noise. The positions will mostly be in a fast-paced office environment requiring the ability to multitask. Positions may require rare/occasional overtime or schedule adjustments due to special events.

Pleasant Valley Recreation and Park District has the right to revise this position description at any time and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date