



Tuolumne Utilities District
Job Description

Management Analyst

POSITION:	Management Analyst	DEPARTMENT:	Various
REPORTS TO:	Department Head	FLSA Status:	Exempt
PAY RANGE:	44	DATE PREPARED:	January 2017
INCUMBENT:			

General Description:

Under general supervision or direction from the Department Head, provides responsible, varied administrative, technical and grant writing, program and work-flow support to General Manager and Department Head, and assigned departmental projects and programs; organizes and coordinates administrative and technical support in areas of regulatory compliance, complex analysis, research data and compiling information; assists in special projects and performs other duties as assigned.

Essential Functions: - *Essential responsibilities and duties may include, but are not limited to, the following:*

- ♦ Compile and track a variety of data to be used in regulatory reports.
- ♦ Develop and maintain various databases, spreadsheets and written materials.
- ♦ Oversees preparation of Word and Excel documents and manages associated files and records.
- ♦ Performs a variety of administrative support services, including data entry, filing, scanning, binding documents, and the accurate preparation of typed letters, technical reports, technical specifications, bid advertisements, board agenda items, forms, lists and schedules from rough drafts, notes or verbal instruction.
- ♦ Administration of various District-wide programs including, but not limited to the backflow prevention and bottled water programs.
- ♦ Conducts work that fosters public support for the District, that will lead to fewer complaints and claims against the District.
- ♦ Evaluate the effect of current and pending legislation on management or department programs and operations; develop responses and legislative proposals; liaison with local, state and federal officials.
- ♦ Research, interpret, analyze and implement new programs. Prepare and present recommendations regarding new programs.
- ♦ Prepare comprehensive reports recommending options and course of action for policy-making decisions; present findings on complex issues to management or Board of Directors.
- ♦ Assist in bidding capital projects and/or preparing request for proposals for consulting services.
- ♦ Assist in the District's pursuit of funding sources such as grants and loans. Research various funding programs and their associated eligibility criteria. Prepare funding applications and function as the District's lead in navigating the funding application process through various agencies such as California Water Board, California Department of Water Resources, California and Federal EPA, California Office of Emergency Services, United States Bureau of Reclamation, and United States Department of Agriculture, etc.

- ♦ Manage special studies and projects to include proposing, writing, and/or setting up contracts, agreements, and/or grants; establishing and monitoring timelines; preparing requests for proposal and quotes; assisting in selecting consultants; ensuring compliance with applicable governmental regulations; developing and monitoring project status, program and division and departmental budgets; tracking projects; preparing related reports; and, performing other related duties, including preparation and submission of claims for disbursement of funds from grants or loans.
- ♦ Conduct research and analyze statistical and other data; make recommendations on administrative and operational problems, policies and procedures, specifically as they relate to the District's rate setting, capital improvement plan, water rules and regulations, and wastewater ordinance
- ♦ Serves as a liaison to employees, public, and private organizations, community groups, and other organizations; provides information and assistance to the public regarding the assigned area of responsibility; reviews problems and recommends corrective action.
- ♦ Makes presentations to the Board of Directors; participates on a variety of interdisciplinary committees and commissions and represents the District to a variety of community and stakeholder groups, the public, representatives of governmental agencies, and professional and business organizations.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- ♦ Advanced knowledge of computer applications, including advanced proficiency with spreadsheet, database, word processing and presentation software, specifically, Adobe Acrobat, Microsoft Access, Excel, Word, Power Point, and Outlook software.
- ♦ General office methods, including document preparation, word processing, and the operation of various office equipment.
- ♦ Correct English usage, spelling, grammar and punctuation.
- ♦ Advanced public administration, organization and management principles and practices; applicable ordinances, laws and regulations; and advanced research techniques and information sources.
- ♦ Applicable federal, state and local government laws, rules and regulations pertaining to area of assignment; administrative principles and methods, including program and budget development, work planning and organization.
- ♦ Principles, practices, and procedures of funding sources and grant funds disbursement.
- ♦ Safe work practices.

Ability to:

- ♦ Represent the District in a positive, professional and courteous manner.
- ♦ Manage multiple priorities.
- ♦ Conduct work in a manner which supports the overall team effort, and which avoids

disruption of one's work and the work of others.

- ♦ Organize work, provide administrative support, set priorities, meet deadlines, and complete assignments independently.
- ♦ Manage large volumes of complex data.
- ♦ Independently prepare a wide variety of correspondence, reports, develop and maintain databases, and spreadsheets and other written materials.
- ♦ Participate in special projects as assigned, including collecting and compiling a variety of administrative and/or technical information and preparing report findings and recommendations on District budget, programs or projects.
- ♦ Receive and respond to calls and visitors with tact and diplomacy, researching and responding to requests for information or assistance and resolving customer concerns and complaints.
- ♦ Assist with Request for Proposals.
- ♦ Interpret and apply District policies, procedure, and administrative directives and communicate laws and regulations in response to inquiries and/or complaints and inquiries.
- ♦ Establish and maintain positive and effective working relationships with supervisor, co-workers, other departments, outside agencies and the general public.
- ♦ Understand and carry out oral and written directions, and communicate effectively, both verbally and in writing.
- ♦ Type quickly and efficiently.
- ♦ Provide written communication that is clear, concise, and technical in nature.
- ♦ Operate a variety of office equipment, including a multi-line phone system, dispatch radio, computers, copy machines, FAX machines, typewriters and postage machines.
- ♦ Read and write at the professional level required for successful job performance.
- ♦ Establish and maintain recordkeeping and filing systems.
- ♦ Develop requests for proposals, bids and quotes.

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to speak and hear to effectively interface with other staff members and the public; maintain the capacity to sit at a computer for an extended period of time; walk, stand, kneel, stoop, bend, lift up to 25 lbs, and drive; use hands and fingers to write and to handle, grip, feel and operate equipment.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

Work Environment:

Inside: The majority of the job activities are performed indoors in a temperature-controlled environment.

Outside: Occasionally drives a vehicle and performs assigned duties in a variety of weather conditions ranging from snow and below freezing to 100+F.

Noise/Vibration: Minimal exposure to noise generated from the operation of office equipment. Moderate exposure to noise and vibrations generated by construction and/or job site equipment.

Dust or Fumes: Normal, indoor levels associated with dust and odors from paper, blueprints, ink pens, plan copier, copy machines, or other office-related equipment. While performing fieldwork, moderate exposure to various vapors from internal combustion engines; exposure to dust generated during construction operations; exposure to fumes from weed control chemicals and water treatment and waste treatment and collection.

Other Requirements:

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:

Education:

Equivalent to graduation from an accredited, four-year college or university with major coursework in public administration, political science, business administration or a closely related field is preferred. Directly related experience may be substituted for the four-year college requirement on the basis of one and one-half years of experience for one year of education to a maximum of two years.

Licenses/Certification:

Must possess a valid California driver's license, have a satisfactory driving record, and be insurable by the District to operate District vehicles.

Experience:

Minimum of five years of increasingly responsible administrative, analytical and technical experience, including grant writing and advanced experience in utilization of Microsoft Access, spreadsheet, database, word-processing, presentation and email communication applications.

Work Hours:

The District offers a flexible work schedule. Working hours usually fall between 7:00 a.m. and 4:00 p.m., Monday through Friday, with an hour or half-hour for lunch. Subject to change as required to meet the needs of the District. Must be willing to work overtime and attend meetings outside of regular working hours.

I have reviewed and agree to abide by any position requirements.

Supervisor's Signature

Date

Employee's Signature

Date

Approved by General Manager: Approval Date: ____ / ____ / ____