



El Dorado Irrigation District

JOB ANNOUNCEMENT

Position: Administrative Analyst I/II (Grant Analyst/Grant Administrator)

Salary: I: \$40.48-\$49.19 per hour II: \$44.74-\$54.39 per hour

Date Opened: May 17, 2024

Filing Deadline: June 7, 2024 at 5:00 p.m.

Interviews scheduled for the week of June 17, 2024.

Candidates are required to complete the attached supplemental questionnaire

Human Resources Technician: LV

The Human Resources Department is currently accepting applications for the position of **Administrative Analyst I/II** in the Finance Department. This recruitment may be used to establish an eligibility list for use to fill future vacancies. **The position reports to the Headquarters campus located in Placerville to promote team collaboration and cohesiveness.**

The District is seeking an innovative and technically proficient individual with strong analytical skills to focus on identifying, researching, applying for, and securing grant funding or other external funding opportunities in support of the District. The ideal candidate will have: strong technical written skills and the ability to communicate effectively across the organization and with all stakeholders; experience securing external revenue sources and or grant funds; administering/monitoring the life cycle of the grant; understanding of grant budgeting, contracting, and how federal and state regulations apply to external revenue sources and procedures.

Performs a variety of tasks with a focus on grant program administration which includes program development and administration strategies for short and long-term projects, program budgeting, compliance monitoring, and coordinating grant activities with other departments, divisions, and outside agencies. Perform a wide and diverse range of administrative assignments including, complex financial and/or statistical reporting in support of a department, division, and/or District program.

EXAMPLES OF ESSENTIAL DUTIES: *the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

- Performs complex administrative functions in support of one or more District programs; researches, reviews, analyzes, monitors and administers programs in compliance with District policy, statutory and legal requirements including compiling, completing and submitting necessary studies, reports, applications and/or other programmatic documentation.
- Coordinates with various District personnel in monitoring and administering complex projects, programs,

and functions, including the identification of external revenue sources from a variety of organizations.

- Provides professional, technical and administrative support to ensure compliance with regulations and contractual requirements as they relate to District operations, programs, assets, facilities, grants, reimbursements or other revenue sources or cost recovery avenues.
- Investigates, analyzes, develops, and conducts special studies or projects as requested; prepares and presents technical reports of findings and recommendations. Researches applicable matters and developments, such as changes in legislation and the impacts on the District, best practices, compliance reporting, external funding opportunities, and administrative business practices in support of effective District operations.
- Revises and develops fees; negotiates contracts; ensures compliance of department functions with pertinent laws, regulations, and ordinances; authorizes payments for various contracts. Reviews administrative practices and makes recommendations for improvements.
- Assists in the development of departmental policies and procedures; recommends goals and objectives. Evaluates operations and activities of assigned responsibilities; recommends improvements and modifications; prepares various reports on operations and activities.
- Drafts, reviews, and finalizes District public work construction contracts and professional services agreements including the preparation of specifications, conduct of pre-proposal/bid and proposal/bid processes, preparation of requests for qualifications, requests for proposals, and requests for bids; serves as liaison between District, contractors and consultants; signs Notices to Proceed.
- Represents the department at various meetings regarding department and division functions. Assists in the preparation and review of division and/or assigned department operating, multi-year, and capital improvement budgets.
- May plan, prioritize, and review the work of staff, develop schedules and methods to accomplish assignments, provide and coordinate staff training, and work with employees to correct deficiencies.
- Builds and maintains positive working relationships with co-workers, other District employees, and the public using principles of good customer service.
- Performs related duties as assigned.

Administrative Analyst I

Knowledge of: Statistical methods of graphic presentation. Modern office procedures, methods, and computer equipment. Principles and procedures of financial record keeping and reporting. Technical report writing procedures. Research practices.

Skill/Ability to: Learn the process and structure of the District and the assigned department. Learn applicable Federal, State, and local laws, codes and regulations. Identify, analyze, and resolve problems and issues, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals. Analyze facts and make sound recommendations. Work with and control sensitive, confidential information. Estimate and project revenues and expenditures. Plan, initiate, and complete work assignments with minimal direction. Possess excellent organizational and interpersonal skills. Use and operate a personal computer with a variety of business software. Establish and maintain effective working relationships with those contacted in the course of work. Ability to maintain regular and predictable attendance is a condition of employment, subject to applicable medical and disability leave laws. Communicate clearly and concisely, both orally and in writing. On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem-solve operational and technical policy and procedures. On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 20 pounds or less.

Experience and Education: Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience: One year of professional analytical experience is desirable.

Education: Equivalent to a Bachelor's degree from an accredited college or university in business or public administration, finance or a related field.

SPECIAL QUALIFICATIONS

License and Certificate: Possession of, or ability to obtain, a valid California driver's license at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Administrative Analyst II

In addition to the qualifications for the Administrative Analyst I:

Knowledge of: Principles and practices of budget preparation, analysis, and administration. Principles and practices of accounting in a municipal government, including identifying and securing external sources of revenue. Understanding of principles, practices, and methods of grant and external funding administration. Federal and State funding cycles and processes pertaining to funding uses, timelines and availability. District organization, services, and programs, including capital improvement and replacement needs and grant/loan opportunities. Policies, processes, and terminology related to assigned function. Regulatory compliance principals and statutes related to a public utility such as the District. Statistical research and analysis techniques. Principles and practices of technical and functional supervision and training.

Skill/Ability to: Independently perform professional analytical duties in support of District departments, and divisions programs. Prepare and make effective oral presentations to a variety of formal and informal audiences. Interpret and apply Federal, State and local policies, procedures, laws and regulations. Provide technical and functional supervision over assigned staff; effectively train staff.

Experience and Education: Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience: Three years of responsible experience similar to Administrative Analyst I with the El Dorado Irrigation District.

Education: Equivalent to a Bachelor's degree from an accredited college or university in business or public administration, finance or a related field.

SPECIAL QUALIFICATIONS

License and Certificate: Possession of, or ability to obtain, a valid California driver's license at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Supplemental Questionnaire:

- 1. Please describe your experience in writing, administering, and or monitoring grant funding opportunities.**
- 2. Please describe your analytical experience working on highly complex and/or programmatic projects or programs.**