



El Dorado Irrigation District
JOB ANNOUNCEMENT

Position: Administrative Analyst I/II- Finance
Salary: I: \$40.48-\$49.19 per hour II: \$44.74-\$54.39 per hour
Date Opened: June 17, 2024
Filing Deadline: July 12, 2024 at 5:00 p.m.

Interviews are tentatively scheduled for the week of July 22, 2024.

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. **This position will report to the Headquarters campus located in Placerville to promote team collaboration and cohesiveness.**

Under supervision, performs various duties associated with providing professional administrative support for a department and/or division; performs research, statistical and other analytical work; and fulfills other administrative assignments in functional areas such as program administration, budget, and other areas.

EXAMPLES OF ESSENTIAL DUTIES:

- Assists in the preparation and review of division and/or assigned department operating, multi-year, and capital improvement budgets.
- Investigates, analyzes, develops, and conducts special studies or projects as requested; prepares and presents technical reports of findings and recommendations.
- Researches special issues, problems and procedures; prepares various documents and reports regarding special projects, problems, and requests.
- Revises and develops fees; negotiates contracts; ensures compliance of department functions with pertinent laws, regulations, and ordinances; authorizes payments for various contracts.
- 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.
- Reviews administrative practices and makes recommendations for improvements.
- Represents the department at various meetings regarding department and division functions.
- 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.
- 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

QUALIFICATIONS: *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:*

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 a minimal direction. 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. 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 10 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. District organization, services, and programs. Policies, processes, and terminology related to assigned function. 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, 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.