



Internal/External Employment Opportunity

- JOB TITLE:** Administrative Analyst
- JOB STATUS:** Exempt
- PAY RANGE:** \$5,005 - \$6,736 per month, dependent on qualifications
- CLOSING DATE:** Open Until Filled, First review on Friday, February 27, 2015
- DUTIES:** Under general direction, performs a wide variety of confidential, difficult and complex professional administrative and analytical tasks in support of the assigned manager(s) and/or the executive management team. Performance of duties requires considerable knowledge of effective administrative methods and the ability to exercise sound independent judgment, take initiative, and meet multiple deadlines. Duties and responsibilities are carried out with considerable independence within the framework of established policies and procedures. The work of this class involves significant accountability and independent decision-making responsibilities. The Administrative Analyst will perform special projects as assigned; serve on special-purpose committees; may represent the department manager(s) and/or division director(s) at functions and/or while serving on committees; provide direct secretarial support to department manager(s) and/or division director(s) as required; manage calendars by scheduling and confirming appointments, meetings, luncheons, seminars, and conferences; coordinate with schedules of attendees; prepare meeting agendas; make arrangements for meeting location, meal provisions; greet guests, screen and route incoming telephone calls; preview incoming mail, arrange by priority, and route appropriately. Incumbents will also schedule and attend weekly staff meetings; take notes of meetings, maintain action logs, and follow-up to ensure that needed action has been taken; type Board reports, create statistical charts and assemble other documents to be included with report; coordinate with department(s) and/or division(s) to compile draft board package; proofread and submit to Board Secretary as required; and compose, type, proofread and edit memoranda, correspondence, performance appraisals, and other documents, often of a highly sensitive and confidential nature. Incumbents will also maintain document management system for the assigned department(s) and/or division(s) in accordance with the District's records retention policy; receive and process requests for information pursuant to the California Public Records Act; determine availability, legal restrictions and location of information requested; retrieve or coordinate retrieval of records.

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Administrative Analyst**

QUALIFICATIONS:

Possession of a high school diploma or equivalent certificate with college coursework in business administration, bachelor's degree is preferred; a minimum of five years experience in a position requiring the application of skills needed to perform the above duties; two years of supervisory experience preferred. Incumbents must possess the ability to accurately type, proofread and edit documents; proficient knowledge of the Microsoft Office Suite, and have the ability to learn other software programs used by the District (i.e., JD Edwards EnterpriseOne, 1Access, etc.); appointment as a Notary Public by the State of California is desired. Incumbents must possess and maintain a valid California driver's license and a safe driving record.

**PHYSICAL
REQUIREMENTS:**

Ability to effectively communicate with District management, coworkers, elected officials and the public in face-to-face, one-on-one, and group settings; regularly use a telephone for communication; use office equipment such as a personal computer, copier and facsimile machines. Sit and/or stand for extended time periods; hearing and vision required to be within normal ranges; carry, push, pull, reach, and lift up to 20 lbs. routinely; read at, above, and below shoulder height; occasionally stoop, bend, kneel or crouch; sufficient manual dexterity required to operate equipment. Position requires travel to conduct District business.

**APPLICATION
PROCEDURE:**

Internal Candidates: Please obtain a job bid form from the Human Resources Department.

External Candidates: Please complete a District Application for Employment, which can be obtained from our website at www.mnwd.com.

Completed job bid forms and applications must be received in the Human Resources Department by 5:00 p.m. on Friday, February 27, 2015 to be considered in the first review of applications.