



Administrative Analyst

NON-EXEMPT

Salary: \$21.06 - \$28.23 hourly with benefits

Filing Deadline September 2, 2016, 4:00 P.M.

DEFINITION

Under general direction from the Executive Director, plans, supervises and participates in the daily operations and activities of the El Dorado County Transit Authority and the Board of Directors including public records; information technology services, general services, building and facility maintenance, evaluation of the operations and activities of assigned functions; recommends and implements policies, procedures, and practices, advises Board Members, Executive Director and management team on office and Board affairs; coordinates assigned activities with those of other agencies and program, and performs other duties as required.

CLASS CHARACTERISTICS

This is a single-position classification that is responsible for overseeing the daily operations of the El Dorado County Transit Authority and Board of Directors. This classification performs a variety of duties including, but not limited to, overseeing the development of Board agenda packets; administration of rules, and records management, as well as overseeing information technology, procurement; general services and facilities maintenance. The work requires recommending and implementing office policies, procedures and regulations and involves performing various research and administrative support functions.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, changes, or rescinds the work assignment of different positions and to make reasonable accommodations to that qualified employees can perform the essential functions of the job.

The Administrative Analysts' essential functions fall into four (4) key areas: oversee the efficient day-to-day operations of agency acting as liaison between departments; provide administrative support to Executive Director and management team; serve as the Clerk of the Board of Directors and coordinate facilities management and procurement.

Duties that support the smooth and efficient day-to-day operation of El Dorado Transit may include but are not limited to the following:

- Provide highly responsible and complex administrative support to the Executive Director; and management team.
- Attends all regular; standing and special Board meetings; records all official proceedings; prepares public notifications, agendas, minutes and other documents; certifies ordinances, resolutions, agreement, actions and other official documents; publishes, files and indexes all proceedings of the Board of Directors
- Administers the Public Hearing process for Board meetings; coordinates development of public hearing packets and public notices of hearings in accordance with various government code requirements and legal deadlines.
- Serves as filing officer for economic interest statements and claims against the agency.
- Receives records, evaluates and distributes claims and summonses filed against the El Dorado County Transit Authority, gathers records and information related to claims and summonses as necessary.
- Manages information technology services including acquisition; installations and maintenance of network and desktop hardware and software. Ensures coordination between information technology support vendor and first-level and end-users.
- Manages work of consultants and project personnel in areas related to information systems, telecommunications services, and facilities administration (e.g. oversee all building maintenance conference room scheduling).
- Plan and coordinate a variety of meetings and special events including logistics, services and materials.
- Maintain responsibility for records retention; storage; retrieval and destruction.
- Oversee procurement activities, including review of requisitions; specifications and scope of work; section of vendors, contract administration and conformance with El Dorado Transit; State and Federal procurement regulations.
- Develop organization systems to maintain and update records.
- Obtain and organize data for various projects in various departments.
- Ensures compliance with the Public Records Act, the Freedom of Information Act, and the Brown Act, and reviews and monitors legal requests for records

OTHER JOB FUNCTIONS

Performs general office support as in handling travel/grant expense reports; making travel arrangements and preparing purchase requisitions. Operates standard office machines such as computer, printer, copier, typewriter, fax, etc. Maintain files, logs, and records. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices include goal settings, program development and implementation and evaluation and supervision of staff.
- Public agency budget development, contract administration, administrative practices and general principles of risk management related to the functions of assigned area.
- Principles, practices and procedures related to public agency record keeping and the Board Clerk function.

- Principles, practices and procedures related to office management, including information technology, facilities, safety and general services
- Records management principles and practices including legal requirements for recording, retention, storage and disclosure.
- Applicable Federal, state and local laws, rules, regulations, ordinances and organization policies and procedures relevant to assigned area of responsibility including Public Records Act, Freedom of Information Act, and Brown Act laws, rules, regulations and procedures.
- Research and reporting methods, techniques and procures.
- Principles and practices of data collection and report preparation.
- Modern office practices, methods, and computer equipment and computer applications related to work.
- Proposer English usage, grammar, spelling, vocabulary and punctuation
- Techniques for providing a high level of external and internal customer service by effectively dealing with the public, vendors, contractors and agency staff.

Education and Experience:

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

Equivalent to an associate’s degree in a related to public administration or business management and three (3) years of broad and progressively responsible experience in administrative services; office management; building and facilities management; contracts administration; records management informational technology coordination; governmental procurement and related areas.

Licenses/Certifications:

Possession of a valid California Driver’s License

APPLICATION AND SELECTION PROCEDURES:

It is the responsibility of the applicant to ensure delivery of the completed application to the El Dorado County Transit Authority office at 6565 Commerce Way, Diamond Springs, CA 95619. El Dorado County Transit Authority applications must be used. Resumes may be attached but may not be substituted for any portion of the application. All completed applications will be reviewed and the most suitable qualified applicant, based upon the information provided on their application, will be invited to participate further in the examination process. Depending on the number of qualified candidates the examination process may include application screening, skills testing, and/or oral interviews.

EL DORADO COUNTY TRANSIT AUTHORITY IS AN EQUAL OPPORTUNITY EMPLOYER