



Job Description

Title: Administrative Analyst	FLSA Status: Non-Exempt	Created:
Supervisor: Director of Public Works	Supervises: N/A	Revised:
Job Family: Public Works	Bargaining Unit: Clerical	Approved:

JOB SUMMARY:

Under the direction of the Director of Public Works, prepare a variety of reports, records and documents required for compliance by local, State and federal entities; perform clerical and administrative duties for the efficient operation of special projects undertaken by the City of Livingston's Public Works Department; plan, coordinate and organize office activities and flow of communications and information; serve as a technical resource concerning the operations and activities of the Public Works Department and programs; train and provide work direction to assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prepare and maintain a variety of narrative and statistical records, reports and files related to programs, personnel and special projects; maintain communication with a variety of local, County, federal and State entities including Merced County Regional Waste Management Authority, Livingston Union School District and the Federal Emergency Management Agency (FEMA); prepare compliance reports and records for submission to State Water Resources Control Board and the San Joaquin Valley Air Pollution Control District (SJVAPCD).
- Research, compile, tabulate and organize data, records, documents and materials; gather statistical data and information on backflow, water consumption, waste management, annual emissions, emergency work and related City issues; assist with establishing priorities and expected outcomes; ensure timely submission of required reports in accordance with established timelines.
- Assist in the planning, development and implementation of Public Works Department activities and special projects; serve as a technical resource concerning program and special projects operations and activities; respond to inquiries and provide detailed and technical information concerning related functions, time lines, laws, codes, standards, requirements, regulations, policies and procedures; monitor projects for progress and compliance with established guidelines, standards and procedures.
- Perform clerical and administrative assistant duties in support of the Public Works Department and associated programs and services; plan, coordinate and organize Department activities to relieve administrators of administrative detail; ensure smooth and efficient Department operations.
- Coordinate flow of communications and information for the assigned Public Works Department and programs; provide customer service by initiating and receiving telephone calls to transmit information; respond to requests, complaints and questions from administrators, staff and the public; support field staff by providing information and assistance; resolve issues and conflicts as necessary; process encroachment permits.
- Compose correspondence independently on a variety of matters; compile and type various letters, forms, reports, agenda items, bulletins, memoranda, lists, requisitions, specifications and other materials as directed; prepare, format, proofread, edit and revise written materials.
- Monitor inventory levels of office and designated supplies; order, receive and maintain appropriate levels of inventory as required; prepare, process and code purchase orders and invoices as assigned; arrange for billings and payments as directed.
- Train and provide work direction and guidance to designated personnel as assigned; assign employee duties and review work for accuracy and completeness; provide input concerning employee interviews and evaluations as requested.
- Input a wide variety of data into an assigned computer system; establish and maintain automated Department and special projects records and files; develop spreadsheets, manipulate data, initiate queries and generate a variety of computerized reports; ensure accuracy of input and output data.
- Provide input concerning Public Works Department or program needs and the development and implementation of policies and procedures as requested.
- Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

OTHER DUTIES:

- Perform related duties as assigned.

QUALIFICATIONS:

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. The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Public Works Department, special projects and program organization, operations, policies and objectives.
- Applicable laws, codes, regulations, policies and procedures.
- Modern office practices, procedures and equipment.
- Record-keeping and filing techniques.
- Methods, procedures and terminology used in clerical accounting work.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Principles of training and providing work direction.
- Data control procedures and data entry operations.
- Interpersonal skills using tact, patience and courtesy.
- Methods of collecting and organizing data and information.
- Budgeting practices regarding monitoring and control.
- Business letter and report writing, editing and proofreading.
- Operation of a computer and assigned software.
- Arithmetic calculations.
- Basic public relations techniques.

Ability to:

- Perform secretarial and administrative assistant duties to ensure smooth and efficient office operations of the City's Public Works Department and programs.
- Plan, coordinate and organize office activities and flow of communications and information.
- Serve as a technical resource concerning the Public Works Department and programs.
- Train and provide work direction to assigned personnel.
- Perform a variety of clerical accounting duties in support of Public Works Department and programs.
- Assist in the planning, development and implementation of projects and activities.
- Utilize a computer to input data, maintain automated records and generate computerized reports.
- Compile and prepare comprehensive reports concerning a broad spectrum of subject matter.
- Compose effective correspondence independently.
- Maintain a variety of complex files and records.
- Understand and resolve issues, complaints or problems.
- Type and input data accurately.
- Operate a variety of office equipment including a computer and assigned software.
- Establish and maintain cooperative and effective working relationships with others.
- Determine appropriate action within clearly defined guidelines.
- Meet schedules and time lines.
- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Add, subtract, multiply and divide with speed and accuracy.

Education and Experience:

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

- Graduation from high school or equivalent GED supplemented by college-level course work in secretarial science, accounting or related field.
- Three years increasingly responsible clerical or administrative assistant experience.

Licenses, Certifications and other Requirements:

- N/A

WORKING CONDITIONS:

Work Environment:

- Indoor/Office environment.
- Constant interruptions.

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person or on the telephone.
- Sitting or standing for extended periods of time.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling or crouching to file materials.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.