

Posting Date: July 8, 2024 - until filled.

ADMINISTRATIVE ANALYST – SAN LUIS OBISPO INTEGRATED WASTE MANAGEMENT AUTHORITY

Salary

\$34.90 - \$42.42 Hourly

\$75,592.00 - \$88,236.03 Annually

Summary

Under general direction of Management, the Administrative Analyst performs a variety of moderate-level professional duties related to the collection, analysis, interpretation and reporting of data. Additionally, this position participates in the coordination of fiscal and programmatic activities to assure adequate staffing and resources for IWMA operations; coordinates activities with related Agencies to promote organizational effectiveness; and does other related work as required.

Develops and/or administers program budgets, conducts organizational and/or operational analysis, carries out program and/or project management, and planning activities. Conducts surveys, studies, and analyses on a variety of IWMA related problems or issues; evaluates existing and proposed systems, procedures and organizational structures; analyzes statistical data and makes recommendations on changes in policy and procedures. As experience is gained, assignments become more varied and are performed with greater independence with input from Managers.

Typical Tasks and Representative Duties (Not in order of importance)

- Perform a variety of duties related to the collection, analysis, interpretation, and reporting of data related to IWMA policy planning and system implementation.
- Participate in the development and review of policies, procedures and legislation affecting IWMA activities and determine impact; assure analysis and implementation activities comply with established laws and regulations.
- Participate in the coordination of fiscal activities to assure adequate staffing and resources for IWMA operations and public service needs; serve as liaison to County departments and outside agencies regarding budget and funding, resource allocation, organizational and policy-related issues; participate in the diagnosis of organizational challenges and development of solutions to increase effectiveness, efficiency, and productivity.
- Under direction, prepares, analyzes, and monitors the agency's budget and designated budgets at the level needed by the agency; monitors, evaluates and reconciles accounts related to assigned funds and budgets; prepares income and expenditure projections for budget preparation as directed; analyzes program and project costs and provides recommendations concerning budgetary allocations as assigned.

- Monitors and assesses accounting and budgetary systems, techniques and procedures for financial effectiveness and operational efficiency; provides recommendations concerning the development and implementation of policies, procedures, techniques, and systems to enhance fiscal accuracy, operational efficiency, financial effectiveness and IWMA compliance with established requirements.
- Communicates with IWMA personnel, governmental agencies, and outside organizations to exchange information, coordinates activities and resolves issues or concerns; assures mandated reports are prepared and submitted within established timelines.
- Coordinate activities with related agencies to assure organizational effectiveness; collaborate with member agencies to assure cross-functional projects including capital projects and others align with IWMA goals and objectives; monitor, evaluate and provide recommendations regarding program enhancement and modification.
- Participate in the research and analysis of programs, theories, and practices for implementation in IWMA activities; maintain working knowledge of current organizational practice, policies and theories including organizational effectiveness studies; utilize research findings in the development of IWMA corrective action plans.
- Provide consultation to IWMA personnel and outside agencies regarding research findings, organizational improvement initiatives and related issues concerning agency effectiveness; assist in developing fiscal, human resource and operational policies utilizing research findings and complying with agency standards and objectives.
- Perform a variety of special projects and procedures related to agency effectiveness including performance measure development and monitoring activities, organizational effectiveness/change initiatives and related projects as required; plan, organize and conduct presentations, workshops and training sessions regarding strategic planning, team development and related subjects; prepare and deliver oral presentations; direct the preparation of related training and support materials.
- Maintain current knowledge of laws, codes, rules, regulations, and pending legislature related to assigned IWMA functions; provide recommendations concerning the modification of programs and procedures to assure compliance with local, State, and federal requirements as appropriate.

Employment Standards

Knowledge of:

- Principles and industry practices of integrated solid waste management, source reduction and recycling, pollution prevention, resource conservation, general marketing and outreach practices related to sustainability and environmental programs.

- Principles, practices and techniques of data collection, analysis and change implementation.
- Techniques and methods of administrative analysis including fundamentals of operations research.
- Municipal contract management/administration, program and services development, implementation, monitoring, and service delivery.
- Applicable Federal, State, and Local environmental laws, with a specific focus on solid waste and recycling laws.
- Principles and practices of governmental accounting.
- Methods, procedures, and terminology used in professional accounting work.
- Generally Accepted Accounting Principles.
- Local County and governmental organization, legislative procedures, and legal practices.
- Project management and contract administration.
- Current organizational practices and theories.
- Research and statistical evaluation techniques.
- Complex organizational statements and reports.
- Applicable laws, codes, regulations, policies, and procedures.
- Preparation of fiscal statements, organizational reports, and related documentation.

Skills:

- Proficiency with Microsoft Office applications, with intermediate to advanced level competency in Word, Excel, and PowerPoint.
- Strong analytical and critical thinking skills.
- Strong communication, technical writing, and report presentation skills.

Ability to:

- Perform a variety of duties related to the collection, analysis, interpretation, and reporting of data related to IWMA-wide policy planning and system implementation.
- Participate in the coordination of fiscal activities to assure adequate staffing and resources for IWMA operations.
- Coordinate activities with related member jurisdictions to assure organizational effectiveness.
- Participate in the development and review of policies, procedures and legislation affecting IWMA activities.
- Serve as liaison to IWMA personnel and outside agencies regarding budget and funding, resource allocation, organizational and policy-related issues.
- Monitor, evaluate and provide recommendations regarding program enhancement and modification.

- Plan, organize and conduct presentations, workshops and training sessions regarding strategic planning, team development and related subjects.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Analyze research data and prepare reports, summaries, and recommendations.
- Operate standard office equipment including a computer and assigned software.
- Establish and maintain cooperative and effective working relationships.
- Communicate with stakeholders, vendors, and the public on various issues within the IWMA purview. Exchange information accurately.
- Evaluate data in various forms, report any anomalies, and create reports that are easily understandable to stakeholders.

Education and Experience

Graduation from a four-year college or university with major coursework in business, public administration, accounting, economics, or a field related to the work;

and

Two years of experience performing increasingly responsible administrative, analytical, and/or program management duties, preferably in a municipal government setting;

or

An equivalent combination of education and experience.

Licenses and Certificates

Certain positions within this classification may require driving. When driving is an essential function of the position, a valid **CALIFORNIA** driver's license will be required at the time of appointment and must be maintained throughout employment.

Working Conditions:

- Must be able to remain in a stationary position 50% of the time.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.

Environment:

- Office and field environment, 8 am-5 pm, Monday-Friday.
- Driving a vehicle to conduct work.
- Travel/overnight stays.

This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential duties of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by hiring authorities in the selection process.