



## **AIR QUALITY ADMINISTRATIVE ANALYST**

### **DEFINITION**

Under general direction, provides analytical assistance in the administration of assigned operations, programs, and projects including budgeting, financial, payroll, contracts, programmatic, performance goal management systems, human resources liaison, and public service functions in the Air Quality Management District; researches and analyzes programmatic practices and procedures and makes recommendations for organizational, operational, policy, and procedural improvements; conducts needs analyses, feasibility studies, and evaluations for assigned projects and programs; supervise technical or administrative staff; fosters cooperative working relationships among County departments; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from assigned supervisory or management personnel. Exercise direct direction over technical and administrative support staff.

### **CLASS CHARACTERISTICS**

This is the fully qualified journey-level classification. Positions at this level perform the full range of duties as assigned, working independently, and exercise a high level of discretion and independent judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Incumbents do not supervise other professional staff, but provides direction technical and/or administrative support staff as an ancillary duty.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

- Coordinates and performs professional-level administrative and programmatic work in such areas as budget development, financial administration and reporting, grants, purchasing, database management, contract administration, management analysis, public information, and program evaluation.
- Analyzes information, identifies alternatives, and makes recommendations regarding such matters as organizational structure, budget development and administration, staffing, facilities, equipment, cost analysis, productivity, policy or procedure modifications, etc.
- Writes and develops staff reports, presentations, and board items; plans, schedules, and coordinates board items for the department; and prepares and submits Board of Supervisors agenda reports and various other commission, committee, and staff reports, resolutions, ordinances, and correspondence regarding assigned activities.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of operations, programs, and service delivery methods and procedures in order to maximize funding and minimize costs; assesses and monitors workload and administrative and support systems; identifies opportunities for improvement and develops related recommendations.
- Represents the District in interdistrict, interdepartmental, community, conferences, and/or professional meetings; confers with and coordinates with other County staff on a wide variety of administrative analyses and planning issues.
- Assists with ensuring compliance with federal, state, County, and funding agency regulatory and reporting requirements and applicable laws, regulations, and professional practices.

- Reviews existing and proposed local, state, and federal legislation/regulations for impact on District program activities, consults with District personnel; develops recommendations; and prepares proposed changes; and plans, organizes, and creates documents related to the activities and operations of the District.
- Participates in the selection, training, motivation, and evaluation of assigned staff; directs the work activities of assigned staff; prioritizes and coordinates work assignments; provides and/or coordinates staff training; reviews work for accuracy; and may work with employees to correct deficiencies.
- Updates District's web pages and social media profiles to provide education and outreach for district programs and incentives.
- Utilizes GIS, cartographic techniques, source data, and field observations to review, correct, and create maps, map layers, charts, tables, displays, presentations, brochures, drawings, and reports.
- Performs related duties as assigned.

*Budget and financial duties:*

- Participates in and oversees the development and administration of District budget, including revenue projections and forecasting, multi-year cash flow analysis, cost containment and distribution, and grant funds disbursement; ensures that awards stay within funding limits; monitors revenues and expenditures; identifies and recommends resolutions for budgetary problems.
- Develops and presents annual and mid-cycle operating and grant budgets; prepares preliminary budget estimates, including salary and benefits projections, conducts meetings with staff and management to evaluate revenue and expenditure requests and keep all parties apprised of issues, challenges, and resolution thereof; prepares budget documents; and formulates, prepares, and communicates budget completion schedules, calendars, and deadlines; coordinates the entire budget process and ensures timely completion.
- Prepares journal entries and charges departments for services provided by the District.
- Balances expenditures and revenues and identifies funding gaps; identifies and assists in resolving funding issues; prepares status reports and manages budgetary control systems; recommends and processes budget amendments.
- Facilitates and coordinates the resolution of cross-departmental budgetary issues, including identifying and proposing procedural solutions; reviews all District budget submittals for completeness, accuracy, appropriate use of funding sources, and adherence to County policies.
- Conducts special research projects and financial analysis for county-wide programs and usage; produces findings and recommendations and prepares related reports.

*Contracts/procurement duties:*

- Participates in pre-proposal meetings; coordinates and participates in the evaluation of submittals.
- Drafts and reviews complete agreements for the District; negotiates and executes contracts.
- Administers District contracts, ensuring compliance with all legal and contractual requirements; contacts vendors to obtain product information; resolves issues with contract terms and deliverables; and investigates delayed or unsatisfactory product complaints and secures adjustments.
- Prepares and reviews District requisitions for completeness and accuracy.
- Confers with District representatives in writing product specifications.
- Researches, analyzes, reports on, interprets, and explains federal, state, and local legislation and contracting statutes, rules, and regulations.

*Grant duties:*

- Performs a variety of duties in the formation and implementation of grant management, which includes solicitation, writing grants, submittal of grant applications, and grant administration activities.
- Assists with research, development, and implementation of the more complex grants.

- Prepares periodic grant reports.
- Compiles data for grant audits and responds to questions.
- Tracks equipment distributed to other government entities as part of intergovernmental grant management.
- Ensures funds received from grants are expended in compliance with state and federal guidelines and grant agreements.

## **QUALIFICATIONS**

### **Knowledge of:**

- Organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.
- Principles and practices of business and public administration as applied to the operational unit or assigned program.
- Analytical processes, project management, and program management including, but not limited to, purchasing, contracts, training, finance, budgeting, and other related programs areas.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Budgetary principles and practices.
- Research and reporting methods, techniques, and procedures; statistical analyses and various methods of presentation of data and recommendations.
- Principles, practices, and procedures of funding sources and grant funds disbursement.
- Sources of information related to a broad range of County or District programs, services, and administration.
- Principles and practices of public relations techniques.
- Administrative principles and methods, including goal setting, planning, program and budget development and implementation.
- Recordkeeping principles and procedures.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County or District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Principles and practices of public relations and public/social media communication.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft, Envision, Trakit, FENIX, and GIS software) to conduct, compile, and/or generate documentation.

### **Ability to:**

- Coordinate and oversee programmatic activities such as administrative, budgeting, human resources, and fiscal reporting.
- Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative in assigned area.
- Plan and conduct effective management, administrative, and operational studies.
- Conduct research on a wide variety of administrative topics including grant funding, contract feasibility, budget and staffing proposals, and operational alternatives.
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.

- Analyze, interpret, draw conclusions, summarize, and present administrative and technical information and data in an effective manner.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Interpret budgetary and financial statements.
- Devise methods and procedures for obtaining and analyzing a variety of data.
- Develop, implement, and interpret goals, objectives, policies, procedures, and work standards for the department.
- Gain cooperation through discussion and persuasion.
- Prepare clear, concise, and complete reports and other written material.
- Maintain accurate records and files.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.*

Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in business administration, accounting, public administration, or a closely related field;

AND

Three (3) years of professional experience performing administrative, budget, or administrative management functions, preferably in a public agency.

**Licenses and Certificates:**

- Some positions may require the possession of a valid Driver's License and maintain a satisfactory driving record.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

**ENVIRONMENTAL CONDITIONS**

Employees work primarily in an office environment with moderate noise levels, controlled temperature conditions and occasionally in the field where they may be exposed to inclement weather. Employees may interact with upset staff, public and private representatives in interpreting and enforcing District and County policies and procedures.