

METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

CLASSIFICATION DESCRIPTION

Classification Title:	<u>SUPERVISING ADMINISTRATIVE ANALYST</u>		
Bargaining Unit:	<u>03- Supervisors Association</u>		
Class Code: <u>260</u>	Grade: <u>49</u>	EEOC Category: <u>1</u>	Overtime Exempt: <u>Y</u>
Typical Career Progression:	<u>Supervising Admin. Analyst / Field Office Clerk /</u> <u>/ /</u> <u>/ /</u>		
Group:	<u>Water System Operations / /</u> <u>/ /</u>		
Reports to:	<u>Operations and Maintenance Manager / Asst. Operations and Maintenance Manager</u> <u>Laboratory Manager /</u> <u>/</u>		

JOB SUMMARY

Supervise, coordinate, and facilitate clerical, public relations, warehouse, tool crib, and other related support functions of a field facility. Perform administrative duties in order to ensure that field office activities are conducted accurately, cost-efficiently, on-time, and in accordance with Metropolitan policies and procedures.

ESSENTIAL FUNCTIONS – *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

1. Supervise routine and special administrative functions within a field office related to purchasing, accounting, payroll, finance, budget, human resource record keeping, communication, and information systems to ensure that branch productivity levels are maintained and that necessary analyses and reports are prepared to facilitate management decision-making and agency business needs. Establish and implement office procedural guidelines and practices to facilitate efficient office operations.
2. Supervise office and warehouse staff, including selecting employees, assigning work, providing training and development, evaluating performance, and building a motivated, effective team to ensure that organizational goals for diversity, career development, productivity, performance management, and employee involvement are met.
3. Assist in the analysis and preparation of administrative reports and documents related to business plans, operating budgets, capital projects, manpower planning and labor distribution, and operating and office equipment repair maintenance, and requisition to ensure that accurate, timely, and efficient information is provided to management for reporting and decision-making purpose.

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4. Disseminate administrative documents and publications such as Water Quality laboratory library materials, General Instructions, Administrative Code, Management Bulletins, business plans, permits, and operations manuals. Advise office and field personnel of changes to Metropolitan policies and procedures.
5. Schedule facilities and equipment for meetings, training seminars, and other business purposes; oversee petty cash and bank draft programs; coordinate operating equipment inventory; supervise non-stock materials, tool crib operations, and inventory tracking; coordinate requisition/purchase order activities; monitor landscaping and janitorial maintenance service contracts; and schedule branch tours and public relations events to ensure efficient operations in accordance with Metropolitan policies and procedures.
6. Coordinate personnel-related functions for field office which include maintenance of confidential personnel files, payroll activities, and maintenance of records related to employee training and relevant job-based certifications and licenses to ensure efficient operations.
7. Serve as a team member on various task forces to review and revise procedures related to administrative activities; ensure compliance with general Metropolitan policies and objectives.
8. Perform other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

A combination of education and progressively responsible administrative experience totaling 5 years, 2 years of which must have been at a supervisory or lead level.

LICENSES/CERTIFICATION REQUIRED

- Valid driver's license from state of residency equivalent to California Class C driver's license

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of (B/basic; J/journey; E/expert):

- Supervisory concepts and techniques (B)
- Business software applications (J)
- Emergency response policies and procedures (B)
- Business writing concepts and practices (J)
- General office practices and procedures related to purchasing, payroll, budget, inventory, and other related office activities (J)

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Skill and ability to:

- Supervise a diverse workforce
- Supervise special projects
- Use and supervise the use of specialized office equipment and machinery
- Use and supervise the use of personal computer business applications software
- Conduct problem-solving related to area of responsibility
- Establish office practices and procedures for a variety of administrative functions
- Prepare and deliver clear, concise, and well-organized presentations on administrative topics to field employees and management
- Draft or prepare a variety of detailed administrative documents, reports, and correspondence

PERFORMANCE CATEGORIES

Performance expectations would typically be tailored to the job and incumbent. The general categories for this job could include but are not limited to:

- Cost containment
- Productivity measures for administrative and warehouse employees
- Internal and cross-functional teamwork
- Customer satisfaction
- Employee development to meet Metropolitan's near- and mid-term needs
- Accuracy and timeliness of administrative reports
- Inventory control
- Cross-training of administrative staff
- Selection and retention of workforce to meet diversity objectives

SUPERVISORY RESPONSIBILITY/ACCOUNTABILITY

Supervisory scope

- Small work group of 5 to 10 employees

Project management examples

- Create and implement a database for the Water Quality library.
- Assist in the development of the annual branch budget analyses for labor, personnel, projects and operating equipment.
- Conduct training programs for administrative employees on new software application programs.