



JOB TITLE:	<b>ADMINISTRATIVE ANALYST</b>	DIVISION:	<b>BUS</b>
REPORTS TO:	<b>DEPUTY GENERAL MANAGER - BUS</b>	EEO CATEGORY:	<b>02 - PROFESSIONAL</b>
FLSA:	<b>EXEMPT</b>	SAFETY-SENSITIVE:	<b>NO</b>
CLASSIFICATION:	<b>NON-REPRESENTED</b>	LOCATION:	<b>SAN RAFAEL</b>

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

## Position Summary

Under general direction, this position performs a wide range of duties to ensure efficiency, compliance, and effective management to support the Deputy General Manager and Bus Division. Works very independently to provide complex, confidential, and high-level support primarily to the Bus Deputy General Manager. The position reports directly to the Bus Deputy General Manager.

Maintains a professional demeanor for sensitive matters of personal communication; exercises the highest level of discretion, confidentiality, and independent judgment in support of the executive responsibilities of the Bus Deputy General Manager. Works alongside internal and external contacts to manage time and prioritize projects as assigned by the Bus Deputy General Manager, department Directors, and staff to produce deliverables and meet deadlines routinely and with special projects. Routinely makes decisions that significantly facilitate the work of the Bus Deputy General Manager and associated staff. Responsibilities include regular contact on behalf of the Bus Deputy General Manager with federal, state, and local government officials, consultants, members of the Board of Directors, and all levels of District personnel to exchange information.

The position has no backup to perform tasks. Hence, during absences, tasks will be completed upon return or, with the support of the Bus Deputy General Manager, will develop and implement a plan prior to departure to have necessary tasks performed by other Bus Division staff.

## Essential Responsibilities

### A. Administrative Support Functions:

- Coordinates scheduling of meetings, conference calls, events, and other scheduled engagements for the Bus Deputy General Manager
- Follow ups with District staff or external agencies for Committees in support of the Bus Deputy General Manager and Bus Division
- Prepares meeting materials and board packets for the monthly Board of Directors meeting, ensuring they are reviewed by the Bus Deputy General Manager ahead of schedule

- Attends department meetings, as well as composes, prepares, revises, and distributes meeting agendas, minutes, and reports of such meetings for the Bus Deputy General Manager
- Maintains and updates inter-departmental calendars to support project scheduling
- Monitors and gathers data from various sources for weekly, monthly, quarterly, or yearly reports compiled by the Bus Division
- Prepares and enters travel authorizations into the Financial Database and OnBase, researches airfare and hotel accommodations, and books travel for trainings and conferences
- Approves Travel Authorization and Travel Expense forms for assigned Bus Division staff
- Reconciles Procurement Card purchases for assigned Bus Division staff, auditing charges for approval on a monthly basis through the Wells Fargo Commercial Electronic Office
- Prepares and sends out correspondence on behalf of the Bus Deputy General Manager to the Executive Team, District Staff, and/or external partners as required
- Monitors, tracks, and compiles correspondence or contact activity with customers, vendors, consultants, and other partnering Transit Agencies statewide
- Receives and distributes departmental mail, including checks, and scan documents for record-keeping
- Routes documents to necessary parties throughout the Bus Division
- Answers phones for the Bus Deputy General Manager's office as needed, directing calls, and forwarding emails to appropriate departments and individuals
- Orders administrative supplies for the Bus Division
- Maintains on-site departmental back stock inventory of standard office supplies
- Maintains regular and reliable attendance and performance
- Performs additional related duties as assigned

**B. Administrative Oversight and Policy Development:**

- Oversees assigned administrative support functions including budget, purchasing, or other specialized department programs; direct the work activities of assigned clerical and technical personnel; prioritize and coordinate work assignments; review work for accuracy; recommend improvements in workflow, procedures, and use of equipment forms.
- Develops and implements operational, administrative, program, and other policies and procedures.
- Participates in the preparation and administration of assigned budget(s); maintains and monitors appropriate budgeting controls.
- Collects, compiles, and analyzes information from various sources on a variety of specialized topics related to programs administered by the position or by management staff; writes reports which present and interpret data, identify alternatives, and make and justify recommendations.
- Assists in the drafting and implementation of department policies and procedures.
- Participates in special projects including research of new programs and services, budget analysis and preparation, and feasibility analyses; prepares and presents reports; participates in a variety of department operations.
- Prepares comprehensive technical records and reports pertaining to assigned area of responsibility; conducts research and comprehensive data collection efforts to support analysis.

## Required Knowledge, Skills and Abilities

### Knowledge of:

- Effective Project Management and teambuilding principles
- Effective communication and diplomacy in carrying out duties
- Records Management
- Business English usage including spelling, grammar, punctuation, and vocabulary
- District Policies and Labor Agreement (MOU) Provisions
- MS Office Suite

### Skill in or Ability to:

- Compose business letters, reports, and newsletter items in final form, using correct grammar, punctuation, spelling and format
- Use all modern office machines and equipment, such as fax machines, electronic network computer systems, copiers, and computers
- Oral and written communications skills
- Interact effectively with personnel at all levels, both inside and outside the District
- Work effectively with interruptions and changing priorities in a high volume, high visibility office environment
- Work as part of a team using excellent interpersonal and communication skills
- Manage projects in a positive, effective manner while maintaining adherence to deadlines, policies, and procedures
- Provide accurate and timely follow up on all assigned tasks
- Be approachable with the ability to track and complete multiple tasks at the same time
- Create presentation in PowerPoint from written documents, charts, and graphs
- Use tact, discretion, initiative, and independent judgment in establishing and maintaining cooperative, effective, and productive professional working relationships with all encountered in the course of work



## Minimum Qualifications

### Education and/or Experience:

- A Bachelor's degree in Business, Finance, Public Administration, or in any related field. Qualifying experience may be substituted on a year-for-year basis in lieu of education.
- Requires a minimum of three years' recent full-time position related experience in one or more of the following functional areas: budget analysis; financial/fiscal analysis and reporting; program analysis, evaluation and/or planning; or other functional areas related to the duties of this position where the primary focus of the job is complex professional-level analysis for evaluation, recommendation, development and/or implementation of major programs and functions of the department/organization
- Must be able to demonstrate proficiency using advanced word processing, spreadsheet and database software; prepare analysis, presentations, and spreadsheets using Excel. PowerPoint is desirable
- Government experience is desirable

### Required License:

- Must possess and maintain a current, valid California driver's license and satisfactory driving record

### Physical Requirement:

Mobility to work in a typical office setting. Ability to communicate in person and over the telephone. Ability to read printed materials and a computer screen. Ability to travel to District facilities. Routine use of computer, telephone and other office equipment.