

ADMINISTRATIVE/ENVIRONMENTAL ANALYST

DEFINITION

Under direction of the General Manager, the Administrative/Environmental Analyst provides a variety of generalized and/or specialized staff support services to the General Manager, department heads, and/or other staff related to general administrative and environmental activities of the District; oversees and administers a variety of projects, programs and activities; provides technical advise and/or recommendations to the General Manager and other staff; and performs other related duties as required.

CLASS CHARACTERISTICS

The incumbent is responsible for a variety of administrative and analytical duties related to watershed management, water conservation, educational programs and community relations. The incumbent exercises a high degree of independent judgment and action within established policies and according to management guidelines. Incumbent may provide lead direction and/or functional supervision over staff assigned by the General Manager for special projects and/or programs. Incumbent may represent the District on technical committees, public review committees, task forces, and to community groups, organizations and the general public.

SUPERVISION RECEIVED AND EXERCISED

Supervised by:	General Manager
Exercises supervision over:	no supervisory responsibility

ESSENTIAL DUTIES (duties may include, but are not limited to, the following):

With general direction, performs a variety of general and specialized research; conducts studies and analyses; prepares complex reports; and develops recommendations and modifications to existing policy, procedures and/or processes.

Identifies potential grant funding, prepares grant applications or monitors consultant preparation; coordinates with other agencies for collaborative grants; coordinates application process; administers grants; prepares grant reports; coordinates grant implementation.

Organizes, coordinates and provides functional supervision as assigned, of the District's watershed management activities; coordinates and oversees the development and review of the District's Watershed Management Plan; recommends modifications and/or amendments to existing watershed management policy.

Organizes, coordinates and provides functional supervision, as assigned, of the District's Educational Grant Program; serves as staff liaison, as assigned, to the Educational Program Advisory Commission.

Organizes, coordinates and provides functional supervision, as assigned, of the District's water conservation activities.

Conducts California Environmental Quality Act (CEQA) review of District projects, as assigned, and determines potential impacts; coordinates and oversees preparation of applicable documents and notifications; coordinates consultant activities relative to CEQA.

Monitors and reviews environmental documents of other public and private projects for impact to District; monitors and reviews other public and private land use activities for potential impacts to the District;

Reviews proposed legislation and/or regulation changes; evaluates impact to District; and makes recommendations relative to potential impacts to the District.

Prepares press releases, documents and/or correspondence and makes public presentations.

Provides analytical resources and staff support for other departments, as assigned.

QUALIFICATIONS

DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:

- Principles and practices of environmental planning;
- Applicable federal, state and local rules and regulations;
- Guidelines for implementation of CEQA;
- Principles of biology, hydrology and geology;
- Principles and techniques of grant preparation and administration;
- Principles and techniques of technical research and writing.

ABILITY TO:

- Communicate effectively orally and in writing;
- Organize, compile, analyze and summarize highly technical data;
- Prepare clear and concise narrative reports and/or correspondence;
- Review and analyze complex and/or technical reports and documents;
- Work independently and as a team member;
- Establish and maintain effective working relationships with district staff, other governmental agencies, consultants and members of the public.

PHYSICAL AND SENSORY REQUIREMENTS

- Sufficient eyesight to read fine statistical reports, standard text and computer terminal screens;
- To speak and hear at normal conversation levels in person and over the telephone;
- Manual dexterity to write legibly and to use computer terminals, calculators and other general office machines;
- To lift and carry up to approximately forty pounds on an occasional basis;
- To reach, bend and/or crouch;
- To occasionally walk on uneven and slippery surfaces;
- Exposure to outdoors;
- To travel to different sites and locations.

TRAINING AND EXPERIENCE GUIDELINES

Any combination of training and experience which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodations, if needed), typically:

EDUCATION: Equivalent to graduation from an accredited college or university with major work in planning, natural resources, environmental studies, public administration or a closely related field. An advanced degree from an accredited institution in one of the above areas is highly desirable.

EXPERIENCE: Five (5) years of progressively responsible experience in planning, environmental resource management, general management, analysis of technical issues or closely related field.

CERTIFICATIONS, LICENSES, AND REGISTRATIONS

A valid California class C driver's license must be maintained at all times.