



Conejo Recreation & Park District

Job Description

Title: Analyst

Status: Full-Time

Division: Varies According to Assignment

Salary Range: 55

Summary:

Under direction, the Analyst performs administrative work in the areas of data analytics and reporting, business systems analysis, research and writing and emergency preparedness; monitors budget performance; and provides specialized administrative support to District staff and partner organizations, in accordance with District policies and procedures.

Essential Duties & Responsibilities:

- Routinely conduct statistical analyses of multivariate data sets and complete research projects on a variety of topics; prepare written reports and visual aids summarizing the results of each study; draw conclusions and make recommendations to District administration based on significant findings
- Evaluate District operations and business practices; write and review administrative memorandums outlining approved policies, procedures, and best practices; ensure staff and volunteers are informed of additions and/or changes made to any policies or procedures
- Periodically complete regional market analyses of a variety of topics; make recommendations to District administration
- Assess the emergency preparedness of staff and facilities; periodically inspect assigned facilities to ensure emergency equipment and first aid supplies are fully stocked and that staff safety certifications are current; serve on the District Safety Committee, as requested
- Monitor the operating budget of work centers; regularly prepare budget worksheets and performance reports; analyze financial data to explain variance, recognize trends, and forecast results; recommend adjustments to the Division's annual operating budget to District administration
- Lead staff trainings on the use of District-approved software, applications, and online services; provide support to staff in the creation of forms, maps, spreadsheets, charts, graphs, and presentations
- Secure additional funds for the District and Play Conejo by submitting grant applications, soliciting sponsorships for special events, and/or requesting donations; track and report on funds received
- Coordinate and schedule the purchasing, replacement and inventory of a variety of equipment and supplies
- Maintain, establish and coordinate agreements and fees with outside parties and agencies. Follows and maintains retention policy for all documents.

Other Duties & Responsibilities:

- Perform periodic updates to forms, schedules, rate sheets, memorandums, and other documents
- Respond to public inquiries regarding District policies, facilities, programs, and special events
- Provide administrative support to partner organizations (e.g., COSCA, MRCA, Play Conejo, etc.)
- Serve as Secretary to the Board of Directors in the Executive Assistant's absence, as requested

- Notarize District contracts, agreements, leases, memos, and other documents, as requested
- May operate a District or personal vehicle to conduct site visits and make deliveries
- Perform other related duties as assigned

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty* satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required:

Education and Experience:

Bachelor's degree in Business Administration, Data Analytics, Recreation, or a related field, with three (3) years increasingly responsible related experience and/or training, or an equivalent combination of education and experience. Familiarity with Microsoft 365 applications and services. Accounting software experience preferred. Experience using geographic information system (GIS) software preferred.

Language Ability:

Ability to read, analyze, and interpret general business periodicals, professional journals and documents, technical procedures, or government regulations. Ability to write reports, business correspondence and procedure manuals. Ability to present information and respond to questions from groups.

Math Ability:

Ability to work with mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Certificates and Licenses:

- California Driver's License
- California Notary License within six months of hire

Additional Knowledge, Skills, and Abilities:

Ability to communicate effectively in English both written and oral form. Ability to write routine correspondence using correct spelling and grammar. Ability to establish effective relationships with fellow employees, volunteers, and participants and the community at large.

Supervisory Responsibilities:

This position has no direct supervisory responsibilities. The employee may provide guidance or direction to staff, volunteers, and contractors.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job*.

While performing the duties of this job the employee is not generally exposed to hazardous conditions; may occasionally be exposed to outside weather. The noise level in the environment is moderate. Exposure to hazardous conditions may vary according to Unit assignment.

Physical Demands:

The physical demands described here are representative of those that should be met by an employee to successfully perform the essential duties of this job*:

While performing the duties of this job, the employee is regularly required to sit, stand, or walk; use hands or fingers to touch, handle, or feel; use hands and arms to reach; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. Vision requirements include close, distance, color, and peripheral vision; depth perception; the ability to adjust focus; and the ability to see well in poor lighting or at night. The employee is regularly required to lift up to 10 pounds, frequently required to lift up to 25 pounds, and occasionally required to lift up to 50 pounds. Physical demands may vary according to assignment.

** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Pursuant to California Government Code § 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisors or by law.