

CONEJO RECREATION & PARK DISTRICT

Job Title: Management Analyst

Division: Multiple Divisions

Summary:

Under general supervision, performs specialized professional administrative support to District staff and partner organizations including data analytics and reporting, administrative and capital project management, research and reporting, and emergency preparedness planning; monitors budget performance; provides liaison and staff support to community groups; and performs other related duties as required.

Essential Duties and Responsibilities:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Conducts research, performs statistical analyses of multivariate data sets and drafts reports and exhibits for management review; analyzes project, financial and/or operational data and develops recommendations to improve productivity, effectiveness and financial performance of division, and District.
- Monitors the operating budgets of assigned work centers or project; prepares budget worksheets and performance reports; researches and analyzes financial data to explain variance, recognizes trends and forecasts results; conducts revenue and expenditure forecasting and researches and recommends budget adjustments.
- Participates in the development and implementation of goals, objectives, policies and procedures; recommends and implements resulting policies and procedures; provides training to staff and volunteers as needed.
- Periodically completes best practice and market research on a variety of topics; develops feedback methods and solicits feedback from program participants; synthesizes findings and provides strategic insights to District administration.
- Establishes, coordinates and maintains agreements and fees with outside parties and agency partners.
- Identifies and assists with the solicitation of grants, donations and other sources of funding for programs and special events; tracks and reports on funds received and ensures appropriate usage of funds; provides year-end financial and grant-tracking data to administration.
- Coordinates and schedules the purchase, replacement and inventory management of a variety of equipment and supplies; issues purchase orders, oversees order deliveries, matches invoices to purchase orders; processes invoices for payment.
- Investigates and prepares reports on specific requests pertaining to District, departmental and division activities.

As Assigned By Division

- Assesses the emergency preparedness of staff and facilities; periodically inspects assigned facilities to ensure emergency equipment and first aid supplies are fully stocked and staff safety certifications are current; may serve on the District Safety Committee.
- Utilizes GIS software to research and create detailed maps/exhibits for grant applications and Board reports; develops database of District information for input into District GIS system; may act as District GIS coordinator; provides training and expertise to District staff in the generation of forms, maps and all other infographic presentations, and creates and distributes visual aids to enhance training experience; supports end-users in troubleshooting online applications issues.
- Researches and supports District real estate and land use including establishing lease agreements, researching and recommending prospective land acquisitions, preparing and filing easement and land transfer deeds; reviews billing statements and generates payment requests.
- Reviews applications, permits and proposals to meet District standards and makes recommendations.
- Researches and analyzes a broad range of complex cashflow, financing, investment and financial management issues.
- Supports other departments in the analysis of plans, participant feedback, and complex or confidential personnel, program or financial data.
- Prepares position statements, policy documents, legislative documents and official correspondence for review by District management.
- Provides administrative support to partner organizations (e.g., COSCA, MRCA, Play Conejo, etc.)

Other Duties and Responsibilities:

- Performs periodic updates to plans, forms, schedules, rate sheets, memorandums and other documents.
- May be required to drive District or personal vehicle.
- Participates during disasters or when emergency response is needed.
- Exempt employees may be required to work nights and weekends.
- May provide guidance in the work of administrative support staff in assigned division or department; participates in prioritizing workload and monitoring work of other employees for completeness, accuracy and conformance with departmental standards; provides information, instruction and training on work processes, proper uses of equipment and safe work practices.
- Performs related duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Any combination of experience and training that would likely provide the required knowledge, skill, and/or ability listed below is qualifying.

Education/Experience:

A typical way to obtain the knowledge and abilities would be: graduation from a four-year college or university with major coursework in parks or recreation administration, finance, public or business administration, or a closely related field; and at least three years of progressively responsible professional experience performing financial, statistical or administrative analysis; or an equivalent combination of education and experience. Familiarity with Microsoft 365 applications and services and enterprise accounting software experience is preferred. Experience using geographic information system (GIS) software is required in some assignments.

Language Ability:

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or government regulations. Ability to research and write reports, business correspondence and procedure manuals. Ability to make presentations to diverse audiences. Ability to conduct interviews, present information and respond to questions from managers, employees and community groups.

Math Ability:

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

Reasoning Ability:

Ability to research and analyze administrative, operational, procedural, organizational and/or financial problems, evaluate alternatives and reach sound, logical, fact-based conclusions and recommendations.

Certificates and Licenses:

- A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program.
- All full-time candidates require satisfactory completion of a pre-employment functional capacity examination.
- FEMA/OES Inspector Certificate is desirable.
- Department of Justice fingerprint clearance.

Other Required Skills:

Use of word processing, spreadsheets and database programs including utilizing information systems and query tools to extract data from databases for interpreting and communicating data. Knowledge of the principles, tools and techniques of project planning and management. Ability to exercise tact and diplomacy in dealing with sensitive and complex issues. Maintain confidentiality of information and work products.

Supervisory Responsibilities:

Provides lead work guidance to division or department administrative support staff.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Employees work under typical office conditions. The work environment is subject to low-to-moderate noise levels, frequent contact with internal and external customers and intermittent exposure to individuals acting in a disagreeable or emotionally charged manner.

Physical Demands:

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, employees may sit or stand for extended periods and are regularly required to talk or hear, in person and by telephone; use hands to finger, handle, feel or operate computers and other standard office equipment; and reach with hands and arms. Duties require close vision and the ability to adjust focus. The employee is occasionally required to lift up to 10 pounds.

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Revised 4/4/24

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