



ADMINISTRATIVE ANALYST

Full Time Exempt – Yearly Range \$67,704 - \$86,070
APPLY IMMEDIATELY

The Pleasant Valley Recreation and Park District is currently accepting applications for an Administrative Analyst to act as the Clerk of the Board and manage special projects including the Information Technology contract throughout our District. We are looking for an enthusiastic, collaborative, and forward-thinking professional who can succeed in a fast-paced, highly demanding, yet rewarding work environment.

Under general supervision, performs a variety of complex and responsible administrative duties for management positions, in accordance with District policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following, with a focus of Quality Customer Service being primary for all positions. Performs additional duties as assigned.

- Serves as Clerk of the Board, attends District Board, subcommittee, and other governmental meetings. Prepares, monitors, distributes, or publishes administrative records such as Board Resolutions and Ordinances (Board of Directors' Agenda, Board of Directors' Minutes, Agenda Items, etc.) to Board members, District divisions and the public. Assist in the preparation and delivery of the monthly board packets.
- Independently responds to public records requests, complaints, information requests, letters, and general correspondence related to District policy and/or procedures, and public records requests to general public, outside agencies and District staff.
- Conducts administrative and/or management studies relating to the activities and operation of the assigned department, office, or program area; conducts surveys, research, and statistical analysis on administrative, fiscal, and operational issues.
- Independently responds to letters and general correspondence of a routine nature.
- Reviews material upon completion for conformance to District requirements.
- Participates in coordinating special presentations and special events; prepares commendations, proclamations, and certificates for District presentations; coordinates activities at meetings; coordinates special District events including groundbreakings; grand openings; and related events.
- Revise and develop fees; negotiate contracts; ensure compliance of department functions with pertinent laws, regulations, and ordinances.
- Administer the risk management and insurance programs.
- Assists in reviewing and proofing, brochures and technical manuals and staff reports.
- Assist with the budget development process and budget monitoring activities; provides assistance in the development of assigned budget; collects and analyzes financial data; and review of division and/or assigned department operating, multi-year, capital improvement District budget documents.
- Write and prepare grants. Manage grant funds and track expenditures, including preparing required grant reports as well as review for accuracy and compliance.
- Oversee/prepare the Status report, public notices, and other similar communications.
- Must maintain the District's policies regarding Standards of Conduct and Confidentiality. Must maintain the same in all matters, which any reasonable person would assume, deserves such treatment.
- Insure the application of and compliance with established District Policies and Procedures.

- Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.
- Establish and maintain an open and effective system of communication throughout the organization.
- Perform related duties as assigned.
- Act as liaison with the County of Ventura: Elections Division, County Clerk & Records, Assessor's Office, Board of Supervisor's Office and Auditor's Office; and remind staff to file Conflict of Interest Form 700 online and update every two years the AB1234 training.
- May be required to supervise, train, and monitor Customer Service Representatives, office volunteers, or temporary employees.
- Participates either as a board member or District Liaison to the Foundation for Pleasant Valley Recreation and Parks board. May be elected or assigned administrative duties from the District's Foundation.

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, skill, and/or ability required.

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

- Working to considerable knowledge of: principles and techniques of administrative and fiscal analysis, organization and staffing, public relations and personnel or benefits administration.
- Working to considerable ability to: prepare a variety of reports and recommendations, communicate orally and in writing, establish and maintain effective working relationships with co-workers, the general public and outside contractors.
- Thorough knowledge of: current records technology, State code, District ordinances, and regulations governing the transcription, maintenance and disposition of official records.
- Thorough skills to: use a variety of current computer-based document transcription, storage, and retrieval systems and various types of standard office equipment.

EDUCATION and/or EXPERIENCE: Bachelor's Degree in Business, Finance, Communications, Public Administration, or related field with minimum of four (4) years of progressive experience, administrative responsibility, or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS: Position may require an average amount of driving, therefore, must have daily access to a vehicle, and possess a valid California driver's license, and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required no later than six (6) months after employment. Successful completion of tuberculosis, drug and alcohol screening and criminal justice fingerprint clearance/background check required.

PHYSICAL DEMANDS: Mobility: Frequent use of office equipment; frequent sitting for long periods of time; occasional bending or squatting. Lifting: frequently up to 10 pounds; occasionally up to 25 pounds. Vision: constant use of overall vision, frequent reading, and close-up work; occasional color and depth vision. Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. Hearing/Talking: frequent hearing and talking, in person and on the phone. Emotional/Psychological: frequent concentration; frequent public and/or coworker contact; occasional working alone. Environmental: frequent exposure to noise.

WORK ENVIRONMENT: Work is performed in a typical temperature controlled office environment subject to typical office noise. The positions will mostly be in a fast paced office environment requiring the ability to multi-task. Positions may require rare/occasional overtime or schedule adjustments due to special events.

APPLICATION AND SELECTION PROCESS

Application forms may be obtained at the District Office at 1605 E. Burnley St., Camarillo, CA 93010 -or – at www.pvrpd.org

Open Recruitment: This position is open to all who wish to apply and meet the minimum qualifications.

Application: Based on the information provided in the application documents, candidates with the most desirable qualifications will be invited to continue in the selection process. Not all applicants meeting the minimum qualifications are guaranteed advancement. Fill out the application completely; blank spaces or false information may cause rejection.

Oral Appraisal Board: The District will use oral appraisal boards to conduct objective reviews of applicant qualifications through evaluation of oral responses to job-related questions. Candidates will be rated at the conclusion of the interview by each Oral Board member and receive a composite score averaging the individual ratings. Current District employees in good standing will receive an additional five (5) points towards their overall score.

Interview/Writing Prompt: A job related interview will be conducted to evaluate and compare participating candidates' knowledge, skills, and abilities in relation to those factors which job analysis has determined to be essential for successful performance of the job. After the Oral Appraisal Interview, the top candidates may be invited to a second interview with District management. Each candidate will also be asked to complete a writing and presentation prompt to present to the final interview team, details about this prompt will be provided to those candidates invited to the final interview.

Apply Immediately

RECRUITMENT OPEN UNTIL WE RECEIVE A MINIMUM OF THREE QUALIFIED APPLICANTS

MAIL / FAX / DROP OFF DISTRICT APPLICATION, RESUME, AND ADDITIONAL FORMS TO:

Pleasant Valley Recreation and Park District
C/o Human Resources
1605 E. Burnley Street
Camarillo, CA 93010

Phone: 805-482-1996 x113
Fax: 805-383-0316
Email: kdrewry@pvrpd.org
Web: www.pvrpd.org

The successful candidate must pass a Department of Justice Live Fingerprint Scan, Background /Reference Check, Screenings for Alcohol, Drug and Tuberculosis prior to the start of employment.

BENEFITS

- **Annual Merit Increases**
- **CalPERS 2% @ 62 (Unless qualified as a Classic Employee)**
- **District contribution to Health, Dental and Vision**
- **Vacation, Sick, Management Leave, and 12 paid Holidays**
- **District paid Life Insurance, Short/Long Term Disability, and AD&D policy**

EMPLOYMENT OPPORTUNITY

Administrative Analyst

SUPPLEMENTAL QUESTIONNAIRE TO PVRPD APPLICATION

Fill out the entire questionnaire.

Supplemental forms that are incomplete or missing information will disqualify the application.

NAME _____

DATE _____

Please answer all questions as briefly as possible regarding your experience/knowledge.

1. Describe your experience with a board of directors (public, non-profit, etc.), city council, or commission.
2. The Administrative Analyst provides first level systems support to both in house and remote District employees. Please describe your experience in Systems Support.
3. Describe a project or an assignment where you used analytical skills to provide recommendation to management.
4. The position requires teamwork and information sharing. What does it take to be effective when part of a team?
5. The Administrative Analyst works in the District's Administration department however, you will receive direction from multiple managers and the Board of Directors. Describe how you will manage your assignments and how you will effectively communicate your needs with your supervisor.

Rate your experience using specific software programs and your level of expertise within that particular program.

	Beginner	Intermediate	Advanced	Expert	None
Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PowerPoint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SharePoint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft 365 Administration Center	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accounting Software: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Registration Software: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please list any additional software and your level of expertise.
