



LAKEHAVEN WATER AND SEWER DISTRICT Job Description

POSITION TITLE WASTEWATER OPERATIONS ADMINISTRATIVE ANALYST (LEVEL 9)	
DEPARTMENT: WASTEWATER OPERATIONS	SUPERVISOR: WASTEWATER OPERATIONS MANAGER
FLSA STATUS: NON-EXEMPT	INCUMBENTS(S):
SII CODE: 5306	REVISION DATE: 2022-03-23
REPRESENTED BY: NON-REPRESENTED	REVIEW DATE: 2022-03-23

JOB SUMMARY:

The Administrative Analyst position reports to the Wastewater Operations Manager and provides administrative support to the Wastewater Operations Manager, General Manager, and other management team members as assigned.

Performs various-administrative assignments to support the objectives of the Operations Departments. Maintains records for current District duties, policies, procedures, and budgets as assigned. Utilizes intermediate knowledge of various office computer programs to remain organized, analyze data, and effectively present information.

Work is generally performed under general supervision.

ESSENTIAL JOB FUNCTIONS:

- Maintains regular, predictable attendance.
- Physical ability to conform with all safety requirements.
- Compiles, prepares, and produces various routine and special reports for distribution to management and/or the Board of Commissioners as directed.
- Oversee the preparation of informational materials.
- Maintains accurate records of activities in area of assignment.
- Greets visitors and vendors, answers phones, processes and distributes mail and delivered merchandise, and responds to and documents inquires regarding customer concerns.
- Assists in development and monitoring of Wastewater Operations Department budget.
- Point person for WW Operations training, travel, tours, and scheduling calendars.
- Coordinates with District staff to maintain departmental information on the District website.
- Responsible for processing and tracking purchasing requests and review incoming invoices for payment.
- Reviews, submits and posts agenda items for Board meetings.
- Coordinates records management of annual small tools inventories.
- Assists with data entry, modification, and maintenance of the District Cityworks CMMS system specific to the Wastewater Department.
- Maintains Plant O&M manuals for the two treatment plants including but not limited to, data

entry, modification, and maintenance.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- Track volunteers hours for reporting to the Department of Labor and Industries.
- Maintains various paper and electronic file systems.
- Provides administrative, clerical, and technical assistance, as needed.
- Maintains Records Retention Plan for Wastewater Operations.
- Orders office supplies and maintains and/or coordinates the servicing of office equipment, such as the printers, copiers, fax machines, and local printers, as assigned.
- Maintain databases for Certifications and Continuing Educations records.
- Other duties as required or assigned.

EDUCATION AND EXPERIENCE:

- High School diploma or equivalent.
- Completion of two (2) years of college with computer courses, business practice, and environmental sciences, or allied fields, AND at least two (2) years of experience in a similar work situation, or an equivalent combination of education and experience which demonstrates the knowledge, skills and abilities to proficiently perform the duties of the job.
- At least two (2) years of experience and training using computer systems and data entry on Windows-based software.
- Public utility or closely related experience is preferred.
- Must obtain within one (1) year from initial employment, any required certifications or licenses applicable to the District; i.e., First Aid Training.

KNOWLEDGE SKILLS AND ABILITIES:

- Intermediate knowledge of commonly used office software programs, including word processing, spreadsheets, databases, Power Point, fax, calendaring and email applications.
- Ability to work independently and effectively on difficult and complex tasks.
- Ability to understand and follow complex oral and written instructions and compose effective correspondence.
- Ability to prioritize, organize, and document assigned functions and competing tasks to meet changing schedules and high-pressure situations.
- Thorough knowledge of basic mathematics, business English, spelling, grammar, vocabulary and punctuation.
- Basic knowledge of bookkeeping practices and accounting procedures.
- Ability to establish and maintain effective and cooperative working relationships with other District work units, supervisors, coworkers and the general public.
- Ability to exercise good judgment and confidentiality.

GENERAL REQUIREMENTS:

- Ability to communicate courteously, effectively, tactfully, and maintain confidentiality.
- Demonstrate excellent written and oral communications skills.
- Ability to carry out oral and written instructions.
- Ability to organize and prioritize workload.
- May perform task/job duties of other work unit positions in order to balance workload and/or cross train personnel.
- Proficiency with common office practices, equipment and software.
- Follow all safety requirements set forth by District policy, State and Federal codes.
- Follow all District Policies and Procedures.
- Other duties as assigned.

SPECIAL REQUIREMENTS:

- Must have valid WA State Driver's license.

WORK ENVIRONMENT:

- Work is generally performed in an office environment.
- May require shift, weekend and holiday work as required by emergency or work assignment.
- Anticipated to respond in emergency situations.

MACHINERY, TOOLS, EQUIPMENT, PERSONAL PROTECTIVE EQUIPMENT:

- General Office Equipment (computer, copier, fax, phone, etc.).
- General Office Software (Windows, Outlook, Word, Excel, PowerPoint, etc.).
- Passenger vehicles, sport utility vehicles, and/or pick-up trucks.
- All Personal Protective Equipment (PPE's) associated with working conditions (i.e. hard hat, eye protection, safety vest, and safety footwear). Level of PPE protection will be determined by District and safety guidelines.

PHYSICAL DEMANDS:

N: Never (not at all)

O: Occasional (1-33% of the time)

F: Frequent (34%-66% of the time)

C: Constant (67%-100% of the time)

STRENGTH: Sedentary Light Medium Heavy Very Heavy

	Frequency	Comments	
Sitting	C		
Standing	F		
Walking	O		
Driving	O		
Lifting: 25 lbs.	O		
Carrying: 25 lbs.	O		
Push/Pull: 25 lbs.	O		
Climbing Stairs/Ladders	O		
Working at Heights/Balancing	N		
Bending at Waist	O		
Twisting at Waist	O		
Crouching/Kneeling	O		
Crawling	O		
Reaching	O		
Repetitive Motion	F		
Handling/Grasping	O	Pinch Grasp 50%	Whole Hand Grasp 50%
<i>Comments for line above:</i>			
Fine Finger Manipulation	F		
Talking	F		
Hearing	C	Indoors 99%	Outdoors 1%
Seeing	C		
Temperature Extreme	O		
<i>Comments for line above:</i>			
Vibration	N		
Other			

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals

may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.