



## JOB DESCRIPTION

**POSITION:**     **ADMINISTRATIVE ANALYST**

**LOCATION:**     **Bishop**

**SALARY:**     **Range G54   \$19.55 – \$23.77 per hour**

**DEFINITION:**     Under the supervision of the Executive Director, perform a wide variety of accounting, statistical, and clerical support activities of a highly responsible nature; perform the duties and responsibilities of the Clerk of the Board of Directors of the Eastern Sierra Transit Authority, and serve as the direct contact for financial and accounting matters for the Authority to the Auditor-Controller's office.

**ESSENTIAL FUNCTIONS** include, but are not limited to the following:

- Manage and administer manual and automated document filing systems
- Manage and administer the payroll processes for the Authority using a 3<sup>rd</sup> party payroll system
- Prepare and submit payroll deduction reporting for PERS, PARS, PERS Health, 457 Accounts, Aflac, Reliance Standard, and garnishments
- Prepare State Controller Government Compensation Reports
- Research and implement New Labor laws (including but not limited to PEPR and Affordable Care Act)
- Review and submit monthly bank account reconciliations to the Auditor-Controller
- Input accounts payable into the Auditor-Controller's accounting software program
- Monitor the status of accounts payable
- In coordination with the Transit Analyst, issue accounts receivable invoicing and monitor the status of payments
- Prepare and process vision/dental reimbursements, travel authorizations, mileage reimbursements and forward to the Auditor-Controller's office for payment.
- Oversee the Authority's petty cash fund
- In coordination with the Operations Supervisor, monitor, order, and maintain office supplies and purchase miscellaneous supplies needed by operational department and offices.
- Perform various clerical duties utilizing standard office equipment
- Prepare routine documents, performing data entry and word processing

- Pickup, deliver, sort and distribute a variety of correspondence, records, and information to appropriate personnel.
- Receives monies; as appropriate, prepare and disseminate receipts & bank deposits; deliver deposits to Bank; prepare notification of deposit information and forward to the Auditor-Controller's office.
- Serve as the Authority's Designated Employer Representative (DER) for the Authority's Drug & Alcohol Testing policy, performing all of the functions required of this position by the regulations of the Department of Transportation.
- Review and assemble information and documents for the ESTA Board of Director's agenda, and publish same
- Attend Board meetings, take and transcribe minutes of proceedings for permanent record; call roll; read correspondence into the record; mark exhibits; and administer the oath to witnesses when necessary.
- Index and transcribe minutes and resolutions to official records
- Record orders and prepare legal notices for publication; checks resolutions, petitions, bids and other documents
- Record, prepare and maintain records including resolutions, minute orders, notices and other actions as needed, maintain and update Board files
- Distribute information related to Board actions and completed business to the public and other public and private agencies
- Respond to inquiries by the public and other public and private agencies
- Read, interpret and comply with laws and regulations requiring proper publication and notification for requisite agenda items and actions.
- As needed, answer phone calls for demand response trip requests, enter the trip requests into the dispatching software, and assign trips to drivers in the field.
- Assist in providing input on the design, implementation and operation of Authority services and processes. Serve as a member of the Authority's senior management team helping to guide the successful delivery of services and fulfillment of the Authority's mission statement..
- Other duties as assigned by the Executive Director

**Knowledge of:** Operations and functions of public government; public and community relations; standard office procedures, methods and equipment; recordkeeping and filing principles; basic mathematical concepts; general practices of financial record keeping, accounting and budgeting practices; personal computers and commonly used software for word processing and internet access; English usage, grammar, punctuation and spelling.

**Ability to:** prepare meeting agendas and minutes; maintain various records and files, including confidential materials; conduct research and compile and analyze data; read, interpret and apply applicable laws, rules and regulations; communicate effectively orally and in writing; establish and maintain effective work relationships with peers and other public and private agencies; operate a personal computer and utilize related software; effectively learn, interpret and apply ESTA policies, rules and regulations; maintain composure in stressful situations and resolve complaints in a satisfactory manner; continually multi-task and prioritize work; handle matters of a confidential

nature; operate standard office equipment; maintain accurate records; stay informed of changing governmental regulations.

**Experience/Education/Training:**

Any equivalent combination of experience and education that would likely provide the required skills, knowledge and abilities that would normally be obtained by:

- Two years of previous responsible local government administrative experience, preferably in transit administration, or a related field
- Bachelor's degree from an accredited college with major in public or business administration or a directly related field preferred.

**License/Certification:** Must possess or obtain and maintain a valid Class A, B, or C California Driver's License.

**Special Requirements:** Must successfully complete a background investigation and physical examination, including drug screen prior to employment. This position is subject to drug & alcohol testing requirements as identified in the Authority's Drug & Alcohol Testing Policy.

**Physical Requirements:** Must maintain the physical condition necessary to; 1) perform tasks in an office setting and operate standard office machinery, 2) safely drive a variety of staff vehicles, 3) frequently; stand, walk, stoop and bend; grasp, lift, hold and manipulate under 20 lb items.