

## EAST BAY REGIONAL PARK DISTRICT

### **ADMINISTRATIVE ANALYST II LAND**

#### **GENERAL FUNCTION**

Under general supervision, carries out a variety of technical, analytical, and administrative tasks in support of the division's goals and objectives.

#### **ESSENTIAL FUNCTIONS**

This position provides budgetary support for Interagency Planning, Land Acquisition, Regional Trails and Environmental Review. Researches and monitors capital project budgets, investigating discrepancies and over-budget situations and recommending remedies where needed. Performs duties as required to provide Capital Project Budget information in annual budget process. Prepares in coordination with various Division managers the Land Division budget goals and objectives, as well as periodic budget updates. Manages Division's budget and represents Division in budgetary matters. Represents Division in Capital Projects matters as assigned. Provides technical support for the land acquisition process by performing title searches as necessary to determine property ownership. Manages database with land statistics and coordinates the payment and/or cancellation of property taxes. Reviews and monitors lease/license expirations and renews agreements as assigned. Issues and monitors contracts for services. Reviews Land Acquisition Board material and provides financial information as needed for capital projects. Provides other assistance as needed to facilitate escrow closings. Produces special reports and exhibits of park and trail statistics as assigned for presentations to Board of Directors and management staff. Assists Land Acquisition Manager and AGM in preparation of annual Land Session packet. Provides support for implementing grants and other funding opportunities. As directed, assists in the Division's efforts to maximize outside funding sources to leverage District resources for land acquisition and regional trails. Coordinates with other District staff, Grants Manager, consultants, public agencies and non-profit organizations to assist in securing funds. Gathers information and produces written materials to be used for grant advocacy and grant applications. Performs related duties as assigned.

#### **MINIMUM QUALIFICATIONS**

- Education: A Bachelor's Degree from an accredited college or university in an area to provide the base related analytical skill, and
- Experience: Five years experience performing professional-level administrative support tasks, in a setting relevant to the departmental position to be filled.
- Substitution: Additional experience may be substituted for a maximum of two years of required education on a year-for-year basis. Acceptable experience gained at the EBRPD department in question may credit toward "Experience" at a rate of eight months EBRPD experience equals one year of outside experience.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of database management. Effective and well developed verbal and written communication skills. Ability to research and write analytical and administrative documents, including both narrative and statistical documents, at the professional level. Ability to make timely and sound decisions and work independently without close supervision. Ability to coordinate multiple tasks and priorities. Ability to plan and organize analyses and monitoring activities. Ability to establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, including a culturally diverse general public, with a focus on quality service to internal staff and external customers and park users.

SPECIAL CONDITIONS OF EMPLOYMENT

A valid driver's license is a condition of initial and continued employment in this classification.

May be required to work weekends or evenings.

REPORTS TO: Assistant General Manager of Land

Employment Category: AFSCME, Local 2428, Monthly Salary Range Effective 1/1/04  
Replaces "Administrative Analyst", Board Resolution #1976-5-116(1)  
Level II: \$4,587.38 - \$5,034.25  
Replaces "Administrative Analyst II"  
Revision Approved by General Manager: December 18, 2003  
Salary Revised per Joint Equity Committee Effective 1/1/04  
Revision Approved by General Manager: January 3, 2008  
Revision Approved by General Manager: September 30, 2009  
Revision Approved by General Manager: June 4, 2012