



Operations Analyst- Admin

Reports To: Operations & Fiscal Manager
FLSA Status: Non-Exempt

SUMMARY

Under the supervision of the Operations & Fiscal Manager, performs administrative support services for the organization as a part of the administrative team. These tasks vary in complexity and include the following functions: operations, data management, fiscal and contract support.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements are intended to describe the general nature and level of work being performed by an individual assigned to this job. Other duties may be assigned.

- Analyze and improve the effectiveness and efficiency of operational support systems and processes
- Procure goods and services for the organization using County procurement card or other authorized payment methods
- Handle the processing and organization of fiscal and procurement documents
- Compile, record and analyze financial/accounting data & prepare worksheets for budgetary estimates
- Process and follow up on Public Authority's documents including invoices, petty cash requests, non-travel claims, purchase orders, and Ops Request forms
- Communicate with vendors for a variety of reasons including but not limited to obtaining quotes, resolving invoice problems, following up on orders of goods and services, general concerns
- Advise user department representatives on purchase methods, alternate products and may research and recommend substitutes
- Plan, oversee and assist with specific projects as assigned by the Operations & Fiscal Manager and/or Deputy Director
- Planning and strategizing with Operations & Fiscal Manager and Deputy Director
- Maintain inventory of all Public Authority
- Process operational requests from operational request data base
- Serve as backup to Operations Analyst personnel

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

INTERACTION

This position continually interacts with Admin Department staff, all Public Authority staff, vendors, training organizations, County of San Diego staff, and the public.

EDUCATION and/or EXPERIENCE

Bachelor's Degree with 4 years of experience, or 8 years of work experience with the necessary background to perform the requirements of the position.

KNOWLEDGE, SKILLS, AND ABILITIES

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.

- Knowledge of Windows operating systems and MS Office Suite to include advanced level expertise in Outlook, Word, Excel, PowerPoint, CRM, and Access. Ability to learn specialized software programs
- Ability to exercise tact, objectivity, sensitivity, strategy, and judgment in dealing with a variety of populations in a variety of situations



PUBLIC AUTHORITY

*In-Home Supportive Services
San Diego County*

- Ability to identify the cause of processing problems and delays and to establish corrective actions.
- Strong analytical and problem-solving skills.
- Ability to read, interpret and apply simple to complex instructions, procedures, emails, and other correspondence
- Thorough knowledge of business English (including spelling, grammar, punctuation, and vocabulary) and ability to prepare simple to complex written correspondence and reports
- Thorough knowledge of standard keyboarding and business document layouts and formats
- Ability to effectively present information in a one-on-one and group situations to PA and County staff
- Ability to communicate fluently in English is required. Ability to communicate fluently in Spanish or other second language is desirable
- Knowledge of clerical, office and record keeping procedures including alphabetic, numeric, subject, and chronological indexing and filing rules and systems
- Attention to detail when updating and accurately maintaining records and documents, reviewing, and verifying information, and resolving errors and discrepancies discovered in the course of work
- Exercise appropriate judgment and confidentiality in answering questions and releasing information
- Ability to multitask with competing demands
- Adaptable and flexible with job demands. Must attend to many meetings with the PA staff
- Knowledge of mathematical computations in keeping, reviewing, and compiling statistical or financial records
- Knowledge of basic accounting principles and clerical accounting methods, forms, and techniques

OTHER REQUIREMENTS

Successful completion of Department of Justice criminal background check and a federal debarment and exclusion list review, possession of a valid class C California Driver's License, and ability to provide proof of current automobile insurance. May be required to use own vehicle.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk, hear, stand for extended periods of time, fine finger manipulation, reach with hands and arms, and stoop. Specific vision abilities include close vision, and ability to adjust focus and view information on a computer screen for long periods of time. Ability to lift and carry up to 20 pounds with or without assistance. Additional assistance and/or support must be obtained for any lifting or carrying in excess of 20 pounds.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate. The Hybrid work environment varies between an office setting, Remote working from home (employees are required to be in the office 50% of the time) and in own automobile traveling throughout the County to various off-site training and recruiting venues.