

Job Title: Analyst/Assistant
Organization: Avon Lake Regional Water
Immediate Supervisor: Chief Utilities Executive
Positions Supervised: N/A
FLSA Status: Exempt
Bargaining Unit: N/A
Civil Service Status: Unclassified

GENERAL RESPONSIBILITIES:

Provides financial analysis and assists the Chief Utilities Executive (CUE) to operate the organization progressively and efficiently.

GENERAL QUALIFICATIONS:

1. Educational experience: Bachelor's Degree, preferably in business, accounting/finance, or similar.
2. Familiar with financial processes, analyses, and reporting.
3. Highly proficient with standard software, internet research, and business computing.
4. Must possess a valid driver's license with an acceptable driving record.

SPECIFIC DUTIES

Under the direction of the CUE, shall perform a variety of technical and routine tasks including but not limited to:

- Evaluate data, analyze trends, prepare forecasts, and present results pertaining to revenues, operations, construction, debt service and other areas.
- Research and recommend various financing and money management options to provide best "return on investment" for customers.
- Identify and apply for grants to help complete projects and other activities.
- Model financial "what if" scenarios to help recommend best alternatives.
- Prepare sensitivity analyses regarding customer, operational, and project changes to forecast impacts on revenues and expenses.
- Create "dashboards" to help track and manage budgets and other functions of the organization.
- Manage projects assigned by the CUE, conduct research, and write reports for these and other projects.
- Represent the CUE at meetings as needed and as directed.
- Compose and/or prepare documents, spreadsheets, and other forms of information to assist the CUE in interacting with the Board, staff, customers, and other stakeholders.
- Monitor expenditures and perform various budgeting tasks.

- Assist the CUE with Board of Municipal Utilities' duties such as creating agendas, collecting background information, and preparing minutes.
- Assist the CUE by planning and scheduling meetings; organizing and maintaining files and records; handling information requests; and performing routine office functions such as copying, scanning, and operating office equipment.
- Maintain effective interactions and good working relationships with internal and external stakeholders.
- Oversee financial duties in the CUE's absence or at the CUE's direction.
- Perform other duties, as needed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs and requirements of the job change.

Before being hired, the successful applicant should possess:

1. A Bachelor's Degree, experience in an office setting, and excellent public relations skills or an equivalent combination of skills, training, and experience. An Associate's Degree and 10 years' relevant experience might be considered in lieu of a Bachelor's Degree.
2. Familiarity with money management in a business setting.
3. Ability to positively promote the organization.
4. Ability to maintain confidential and sensitive information.
5. Knowledge of general office, filing, and record keeping practices and procedures.
6. Knowledge of various word processing, spreadsheet, presentation, and similar software applications.
7. Ability to effectively communicate in written and verbal forms.
8. Ability to operate various forms of office equipment.

After performing the job, the successful applicant should also possess:

1. Knowledge of Avon Lake Regional Water operations.
2. Knowledge of the budgeting, purchasing, and tracking processes.
3. Knowledge of the interrelations and necessary interactions between the City of Avon Lake and Avon Lake Regional Water.

The physical/mental demands described here are representative of the position to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Meet the physical and mental demands.
2. Quickly answer staff and customer queries.
3. Prioritize workloads.
4. Always be mentally alert.
5. Professional and courteous.
6. Work accurately and calmly under pressure and/or with repeated interruptions.
7. Must be available for evening meetings, etc. as needed.