

Public Utility District No. 1 of Kittitas County
JOB DESCRIPTION

Job Title: Operations Analyst

Date Prepared: 04/26/2021

Department: Operations/Finance
Exempt

FLSA Status: Temporary/Non-

Supervisor: Finance Manager

Wage Range: \$29.87

JOB SUMMARY:

The Operation Analyst reports to the Finance Manager and works closely with the Operations Manager to maintain technical records and produce management reports on the department financial business processes. The position will support the coordination of teams and create efficient processes. Must exhibit a high level of professionalism, loyalty, and confidentiality.

JOB DUTIES AND RESPONSIBILITIES:

1. Create, coordinate, and maintain effective office procedures and workflows within the framework of District policies and procedures, applicable laws, statutes, rules, and ordinances for operations department.
2. Establish electronic records filing system in compliance with auditing requirements.
3. Work closely with operations staff to implement “workflow” projects. Create district procedures as requested.
4. Work closely on bids and contracts to ensure compliance with terms and conditions, appropriate laws, regulations, district policies and procedures. Coordinate with Contract Administrator, Auditor, Executive Assistant to create processes for operations staff.
5. Create reports to analyze and reconcile purchases of material inventory, special equipment (meters, transformers, CT, PT, reclosure, etc.) through multiple data sources.
6. Update and reconcile software data bases of meters and transformers. Work with GIS and Billing Supervisor to update the Billing software.
7. Establish and maintain vehicle tracking software. Create monthly reports for management analysis.

MINIMUM QUALIFICATIONS:

1. High school diploma or equivalent plus ten years of advanced experience or:
2. Bachelor's degree in related field and three years previous experience preferable in procurement, inventory, timekeeping, scheduling, or any equivalent combination of education and experience.
3. Current Washington State driver's license.

SKILLS, KNOWLEDGE AND ABILITIES:

1. Knowledge of general principles, methods, techniques, and practices procurement.
2. Proficiency in MS office with expertise in Microsoft Word, Power Point, Excel, and Outlook.
3. At ease with technology. Knowledge of standard office equipment.
4. Superior organization skills and dedication to completing projects in a timely manner.
5. Detail oriented and comfortable working in fast paced office environment.
6. Exceptional written and oral communication skills
7. Skill in establishing and maintaining effective working relationships with fellow employees, other agencies, elected officials, and the public.
8. Excellent team player.
9. Proactive and solution-orientated, able to use initiative and work independently.

PHYSICAL REQUIREMENTS:

Physical requirements of this job include being able to sit, stand, reach, demonstrate manual dexterity, twist, talk, hear, and see. The employee is occasionally required to stoop, kneel, crouch, walk, grasp, perform light lifting, and frequent walking.