



DETROIT WATER AND SEWERAGE DEPARTMENT

JOB POSTING

735 Randolph - Suite 2000
DETROIT, MI 48226

OPEN COMPETITIVE

Please read entire document before starting your application

Job Categories: Public Finance
Title: Professional Administrative Analyst
Minimum Salary: \$52,924
Open Date: April 16, 2015

Recruitment Unit: Financial Operations
Vacancies: 3
Maximum Salary: \$95,039
Close Date: Open Until Filled

GENERAL SUMMARY:

The Professional Administrative Analyst is an experienced professional who performs complex and technical administrative work in all areas of DWSD.

REQUIREMENTS

- Bachelor's degree in business administration, or related field of study
- Minimum of one year of experience related to the field and/or job assignment
- Education requirement can be substituted with extensive experience, at the discretion of the General Manager or designee
- Meet all of the requirements to advance to the Professional Administrative Analyst Level 2 within two (2) years from Level 1 designation

ESSENTIAL JOB FUNCTIONS

(Illustrative only, may not include all of the duties listed nor do the listed examples include all of the tasks that may be performed)

- Perform technical tasks
- Initiate actions for the settlement of problems falling outside of routine procedures
- Conduct technical research and investigations
- Coordinate and manage tests of systems, changes and upgrades
- Implement approved systems or methods
- Follow security and safety policies and procedures in carrying out work duties
- A valid Michigan Driver's License and the ability to drive a motor vehicle on all terrain
- Work on various shifts, including weekends
- Provide on the job training

RELATED JOB FUNCTIONS:

- Position may be called upon to direct specific project activities or to work as a team member
- Provide functional advice and support for business system users
- Advise on requirements, policies, procedures and best practices to accomplish business relevant to provision of departmental services
- Collaborate with other business units
- Perform related work duties as assigned

SUPERVISION EXERCISED:

The Professional Administrative Analyst – Level 3 may be required to perform team coordination activities within the functional unit



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KNOWLEDGE OF:

- Job assignment and/or expertise area
- Business technology, data management systems and applications
- Department-wide reporting tools
- Departmental mission, processes, policies and procedures
- Basic Geographic Information Systems

SKILL TO:

- Prepare formal and informal statements and exhibits
- Generate reports
- Independently analyze data in order to make recommendations for resolution
- Make recommendations to business processes
- Conduct presentations on specified topics
- Analyze the requirements of business systems and processes
- Use advanced technology

ABILITY TO:

- Work effectively with minimal supervision
- Complete specialized, technical assignments
- Develop effective working relationships with other business units as well as external vendors and customers
- Communicate effectively, both verbally and in writing
- Understand and follow verbal and written instructions
- Demonstrate proficiency in written communication
- Establish and maintain effective working relationships with others
- Communicate frequently with team members and other units across the Department about process, equipment or potential problems
- Effectively utilize appropriate security and safety equipment and procedures
- Maintain regular and reliable attendance
- Develop proficiency in unit specific operations and software
- Direct team activities or to work as a team member

Physical Requirements:

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

This position requires the ability to remain sedentary and requires extensive computer use and extended time seated in meetings.

Environmental Working Requirements:

Work may be performed in the plant or office environment. Work may be performed near excessive noise and moving objects/vehicles.



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Other Requirements:

Valid Michigan Driver's License

THE WAY WE WORK

The Employees of DWSD....

- Work and accept responsibility to search for, create and execute new and innovative approaches to improve the performance of DWSD's services and objectives
- Assist external and internal customers to serve their needs and take responsibility for continuously improving customer service
- Foster meaningful interaction among people through the exchange of information to produce understanding
- Continuously develop and use effective strategies and interpersonal styles to engage and guide others towards the accomplishment of identified objectives and goals in the best interest of the City and community
- Consistently work toward the common good of the organization and encourage others to do the same
- Conduct themselves at all times in a professionally appropriate and respectful manner in accordance with the DWSD Common Behaviors
- Apply the proper safety/security practices according to established protocols, guidelines and policies

This title is a non-Civil Service and at-will position. The organization may in its sole discretion fill this position on a full-time or part-time basis. The organization may in its sole discretion utilize a contract of employment, "direct hire", or other process to fill the Position within this Title. Incumbency in a position within this title does not create a property right or expectation for the incumbent. The presence of this title or the position within this title does not in any way restrict the organization's sole discretion to utilize independent contractors or other means to provide for the performance of this work.

Please submit an employment application, resume and the accompanying Letter of Interest for this position to:

**Detroit Water & Sewerage Department
Attn: Karen Darty, Human Resources Generalist
735 Randolph, Suite 2001, Detroit, MI 48226**

The Employment Application can be found on DWSD's Website:

http://www.dwsd.org/pages_n/careers.html