



June 17, 2021

Dear Applicant,

The Ventura Port District, an equal opportunity employer, is advertising to fill the position of Business Operations Analyst I or II. The Business Operations Analyst I or II position is a member of the District's Administration Team.

If you are interested in this position, please return the attached application by Friday, July 9, 2021 by 5:00PM by email to [jrauch@venturaharbor.com](mailto:jrauch@venturaharbor.com) or by mail to Ventura Port District, 1603 Anchors Way Drive, Ventura, CA 93001. You may submit a résumé and a few supporting documents, such as certificates, letters of recommendations, etc.

All applications and materials will be reviewed to determine if a candidate meets the minimum requirements for the position. As such, it is imperative that the application be completed in its entirety and that the candidate signs the application. Statements such as "see resume" will result in disqualification.

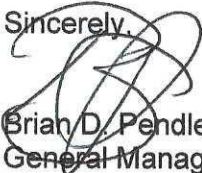
The job application, resumes and all other written materials of those candidates that meet the minimum requirements will be reviewed. The most highly qualified candidates will be invited to an initial interview to evaluate and compare participating candidates' knowledge, skills and abilities in relation to those factors which job analysis has determined to be essential for successful performance of the job. If you are selected for an interview, we will contact you with the date and time.

The Ventura Port District strives to maintain a drug-free workplace. A pre-employment drug screening is required for this position. Candidates will also be subject to a background investigation prior to a tentative offer of employment. The Ventura Port District will also comply with any ADA requirements.

A Job Description for this position is attached. The salary range is \$4,500 to \$6,400 for Analyst I and \$5,100 to \$7,200 for Analyst II per month. Categorization of Analyst I or II and placement within the salary ranges may be dependent on factors such as experience, education, and training.

I wish you luck in the process and look forward to receiving your information.

Sincerely,



Brian D. Pendleton  
General Manager

Attachments: Employment Application & Job Description



## APPLICATION FOR EMPLOYMENT

*An Equal Opportunity / Affirmative Action Employer*

If you need assistance in completing the employment application, please inquire at the Ventura Port District Office. Furthermore, the District conducts pre-employment qualification testing and personal interviews in the application process. If you believe you will require reasonable accommodation (e.g. interpreter, TDD, scheduling adjustments) in the application process, please inform the Ventura Port District Office in writing when you submit your application.

The Ventura Port District does not discriminate against applicants on the basis of race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability, veteran status, genetic information or any other legally protected characteristic. Please direct any complaints about the application process to the Clerk of the Board.

### APPLICANT DATA

Full Name:

Address:

Phone:

Cell:

E-mail:

Position Applying For:

Date Available to Start:

Salary Requirements:

How were you referred to us?

If you are under 18 years of age, can you provide a work permit? If no, please explain:

Have you ever worked for this company? If yes, when?

Are you legally allowed to work in the U.S.?

Are you or your spouse related to any other employee of this organization? If yes, who?

Type of employment desired:

Full-Time      Part-Time      Temporary      Seasonal

**EDUCATION & TRAINING**

Schools Attended & Location	Major Field	Hours Completed/Degree Received

**SPECIAL SKILLS OR QUALIFICATIONS**

Please indicate (X) your experience/skills/abilities in the following areas:

Typing Speed:	Skills:	Clerical Experience:
below 40 wpm	Word	Receptionist
40-49 wpm	Excel	Data Entry
50-59 wpm	PowerPoint	Bookkeeping
60-69 wpm	Publisher	Web Design/Website Management
above 70 wpm	Project	Filing
	Word	Purchasing
	Social Media:	Secretarial
	Internet:	Records Management
	Other Word Processing:	Cashier (electronic)
	Other Software:	Accounting
	Other:	Other:

**EMPLOYMENT EXPERIENCE**

(Begin with the most recent position)

Dates of Employment:	Job Title:
Employer:	
Address:	
Phone:	
Supervisor:	
Responsibilities:	
Reason for Leaving?	
May we contact this employer for reference?	

Dates of Employment:	Job Title:
Employer:	
Address:	
Phone:	
Supervisor:	
Responsibilities:	
Reason for Leaving?	
May we contact this employer for reference?	

Dates of Employment:	Job Title:
Employer:	
Address:	
Phone:	
Supervisor:	
Responsibilities:	
Reason for Leaving?	
May we contact this employer for reference?	

Dates of Employment:	Job Title:
Employer:	
Address:	
Phone:	
Supervisor:	
Responsibilities:	
Reason for Leaving?	
May we contact this employer for reference?	

I certify that the statements and information contained herein are true, complete and correct to the best of my knowledge. I authorize any former employer to release to this employer or its authorized representative any and all employment records and other information it may have about my employment. Also, I authorize this employer to make such investigations and inquiries of my personal, educational, financial and other related matters as may be necessary for an employment decision. I understand that the information will be used for the purpose of evaluating my application for employment and that I am responsible for providing legal document verifying my identify and eligibility for employment. I hereby release employers, schools or individuals from all liability when responding to inquires in connection with my application.

I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of wages and salary, be terminated at any time, and that intentional misrepresentation on my application or during the interview process will subject me to immediate discharge.

I also understand that only written representations and promises of this employer will be enforceable.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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DO NOT WRITE BELOW THIS LINE

Interview Date:	Interviewed By:
Notes:	
Ranking:	

**JOB TITLE:** Business Operations Analyst I/II

**REPORTS TO:** Business Operations Manager

**FLSA:** Salaried - Exempt

**JOB SCOPE:**

Under administrative direction of the Business Operations Manager, the Business Operations Analyst I/II conducts administrative and management studies, analysis and investigations related to the activities and operation of the revenue-generating departments of the District. The Business Operations Analyst gathers, compiles, and interprets a variety of market, financial, and statistical data; and prepares administrative reports for the District Board of Commissioners as well as for grant applications. This work generally includes research, analysis, and gathering complex technical data into precise, compelling, and easy to understand reports and visuals for distribution to a wide variety of audiences. The Business Operations Analyst will also represent the District at public Board Meetings, to the business community, and works with other public agencies.

**THE IDEAL CANDIDATE**

- Self-motivated with the ability to work both independently and collectively.
- Can manage and track multiple projects at various stages with care and attention to milestones and due dates.
- Works with uncompromising integrity and reliability.
- Has a highly developed attention to detail.
- Possesses a track record of performing financial/business/departmental analyses.
- Has a knowledge of basic finance practices and fiscal budgeting.
- Works collaboratively and cooperatively with District Departments and the business community.
- Is highly organized, creative, insightful, and innovative, with a strong commitment to the values of community participation, sustainability, and cost efficiency.
- Has excellent communication, interpersonal and customer service skills.
- Is a skilled facilitator with proven experience in communicating complex ideas to the public.
- Possesses excellent follow-up skills.
- Experience with 1) researching and writing grants, 2) contract review, and/or 3) public procurement policies.

**ESSENTIAL FUNCTIONS**

(Including, but not limited to the following):

**Business Analytics**

- Provides high-level research and analytic analysis and reporting for multiple departmental activities, including:
    - Fiscal budget, including planning and presentation
    - Capital Improvements
    - Leasing, including return on investment
  - Monitors leasing activities on a monthly basis for required time- or activity-based actions.
  - Monitors and analyzes financial trends for the purpose of evaluating all District leases.
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- Prepares the preparation of a wide variety of reports, analyses, provides recommendations, and develops presentations for the Board of Port Commissioners in collaboration with the Business Operations Manager and General Manager.
- Works with Business Operations Manager and General Manager to monitor progress on long-term plans, goals, and objectives.
- Monitor ground lease requirements, interpret lease requirements, calculate rental rate adjustments and negotiate lease amendments.
- Assist in evaluating proposed development projects and the Request for Proposal (RFP) process.
- Collaborates with various department Managers as required to complete projects.

### **ADDITIONAL JOB DUTIES**

- Assists customers, departments, and employees by providing fiscal information and answering questions.
- Performs a variety of general clerical duties, including answering the telephone, typing, maintaining files and records, copying, and processing the mail as needed.
- Receives and responds to complaints and questions from the general public relating to assigned area of responsibility, reviews problems and recommends corrective actions; prepare summary reports as required.
- Performs other related work as required.

### **QUALIFICATION GUIDELINES:**

#### **Knowledge, Skills, and Abilities:**

*(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

#### **KNOWLEDGE OF:**

- Theory, principles, practices and techniques of public and local government administration, applicable federal, state and local laws, codes and regulations; data collection, analysis and report writing techniques; management, financial and public policy issues; techniques of maintaining effective public/staff relations and practices of employee relations, management, supervision and training; encourage staff development and cooperative management practices including performance evaluations.

#### **ABILITY/SKILLS TO:**

- Foster a team environment among the various departments.
- Develop and maintain positive public relations with emphasis on customer service
- Assist in providing support to management to analyze and communicate reports effectively to the Board and the public.
- Analyze business plans and financial proformas.
- Handle multiple issues/projects simultaneously.
- Develop materials to convey analysis results and to market and promote the District.
- Work independently with minimal supervision.

**EXPERIENCE, EDUCATION, LICENSES, AND CERTIFICATIONS:**

- Valid Class C driver’s license.
- A high proficiency with Microsoft Office 2010 programs, particularly Excel, Word, and PowerPoint.
- Typing at least 60 words per minute.

**Business Operations Analyst I**

- A combination of education, training, and experience equivalent to a bachelor's degree in business or public administration, economics or a related field.
- At least two years of professional administrative/analytical experience directly relevant to the required role OR a Master’s degree (in planning, business or public administration is preferred) with internship in a relevant profession with demonstrated skills to perform the work.

**Business Operations Analyst II**

- A combination of education, training, and experience equivalent to a bachelor's degree in business or public administration, economics or a related field.
- At least 5 years of experience with increasingly responsible professional/technical experience in providing complex analytics and reporting relevant to the required role OR 2 years of experience and a Master’s degree (in planning, business or public administration is preferred).

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

The person in this position works primarily in an indoor office environment but may be required to travel to meet with others or for training purposes. Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**This position description is not a contract, and it is not intended to show every detail of the duties and responsibilities of the job. It is provided only to supply a general idea of what the position entails. This position may require completion of a background investigation to the satisfaction of the Ventura Port District.**