



Program Analyst

Salary range: \$8,078.00 to \$9,961.00 (Monthly)
Classification: Non-Exempt under the Fair Labor Standards Act
Reports to: Executive Management

Essential Function:

Under general direction, may serve as the lead on one or more of the following: public information, Board of Director's support, grants, and water conservation. Plans, organizes, and continuously improves the operations of these interdepartmental teams with a focus on protecting the District and providing excellent customer service.

Knowledge, Skills, and Abilities:

This is a professional level classification. This position must demonstrate a high degree of proficiency in making a wide variety of independent decisions that have District-wide implications, while taking general direction from two or more managers.

Public Information:

- Provides proactive public information and outreach.
- Maintains social media accounts.
- Implements social media and communication plan.
- Supports the District's brand development and protection efforts.
- Updates website as needed.
- Coordinates involvement in community fairs and festivals.

Board of Directors:

- Serves as day to day staff support to address non-policy related Director issues.
- Compiles Board packets for monthly meeting.
- Attends Board meetings to provide technical and administrative support.
- Ensures Director compliance with all mandated training requirements.

Grants:

- Evaluates future grant opportunities.
- Completes grant applications.
- Performs tracking and invoicing on grant related projects.

Human Resources:

- Promotes team building through hosting various events and trainings.
- Supports hiring, reviews, and other human resources processes.

Other:

- Performs proposition 218 rate mailing notifications.
- Special projects as assigned.
- All other duties as assigned.

Qualifications:

A combination of training and experience which demonstrates that a person has obtained the required knowledge, skills, and abilities to perform the required. A person with the following combined training and experience would typically qualify to compete in a selection process:

Education:

- Associate's degree or industry certification (or equivalent combination of work experience, training, and education) from an accredited college, university or certification program with major course work in communications, business administration, public administration, human resources, or a related field.
- Bachelor's degree in related field is desirable.

Experience:

- Minimum of three years of experience in professional level public agency or similar, performing public information, executive level support and/or human resources work.
- California public water agency experience preferred.

Work Conditions:

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

- Work in normal office environment with controlled lighting and ventilation and moderate noise levels. May be required to work outside of normal business hours and on occasional weekends as operational needs dictate.
- Periodic travel may be required for field site visits, training, and other business purposes.
- Walking on uneven surfaces while wearing protective shoes during field site visits.
- Frequent sitting at desk for prolonged periods while using computer and/or in meetings.
- Regularly uses standard office equipment (typewriter, fax machine, scanner, copier, telephone); intermittently twisting and reaching to operate other equipment.
- Occasionally transport, lift and otherwise safely handle objects weighing up to twenty-five (25) pounds.
- Valid Class C California license to occasionally operate District or personal vehicle.
- Occasionally reach above shoulder level to access or place files, paperwork or binders and related items on and off overhead cabinets.
- Periodic kneeling, bending and/or stooping to retrieve or place documents, files and/or boxes on and off lower shelves, drawers, or ground level.

Disclaimer

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

Signatures

Signatures below indicate that this is an approved job description and that the employee understands the requirements, essential functions, and duties of the position.

General Manager

Employee (date)