



**Invites Applications for the Position of:
MANAGEMENT ANALYST
\$47.89 — \$58.21 Hourly DOQ/DOE
(\$99,609 — \$121,075 Annual Salary)
plus Excellent Benefits!**

Open Until Filled

Job Summary:

Under the general direction of the Director of Administration, performs professional administrative duties in support of District programs and functions; performs research, statistical and other analytical work; and assists with public outreach activities and media relations.

Essential Functions:

Determines analytical techniques and information gathering and statistical processes and obtains required information and data for analysis; prepares findings and recommendations based on analysis.

Assists with administering the District's public outreach programs; drafts media releases; drafts outreach materials and bulletins; presents information to community groups; coordinates responses to media inquiries; serves as the District's media representative.

Coordinates responses to public record requests and miscellaneous surveys.

Prepares and presents staff reports on public outreach programs, special projects and other District programs to the Board of Directors.

Coordinates the development and maintenance of the District's website.

Serves as District representative on regional legislative committees; researches legislative issues affecting the District; updates District management regarding issues and prepares position statements.

Assists Purchasing Agent with developing request for proposals/quotes, preparing contract documents and responding to requests for information related to prevailing wages and contract requirements.

Prepares technical reports, correspondence and other written materials; provides assistance to District management on administrative and analytical matters.

Conducts a variety of special studies and projects related to the functions and goals of the District; plans, coordinates, and assists with the analysis and development of recommendations.

Reviews administrative practices and makes recommendations for improvements.

Assists in the design and development of reports to meet the needs of the District.

Attends meetings with officials of other governmental agencies, business and community groups and the public regarding assigned projects and District programs.

Essential Functions (Continued):

Monitors District agreements with outside vendors.

Coordinates the development of the annual Public Relations section budget; prepares draft annual section budget request for the Director of Administration review.

Acts as back-up to Water Conservation Specialist.

Performs general office duties, including production of a wide variety of correspondence, documents, forms, memoranda, notes, statistical data, records, reports, and other items. Establishes and maintains filing systems, including computerized indexes. Forwards appropriate records to central administrative filing system.

Works independently in the absence of a supervisor.

Performs related duties as assigned.

Qualifications:

Demonstrated knowledge of:

Principles and practices of financial, statistical, and comparative analysis;

Principles, practices and methods of administrative and organizational analysis;

Public administration policies and procedures;

Principles of technical report preparation and sound business communication;

Public speaking and techniques of effective presentations;

English usage, spelling, grammar and punctuation at an advanced level;

Modern office equipment and methods including use of applicable computer applications; and

Appropriate safety practices, safe work procedures and safety regulations.

Ability to:

Independently perform a variety of professional administrative duties including financial and statistical analysis.

Collect, evaluate and interpret a variety of data and prepare and present recommendations.

Work on a variety of administrative, operational and organizational issues, evaluate alternatives and reach sound recommendations.

Prepare clear, concise and technically accurate written documents appropriate to the receiving audience.

Coordinate multiple projects and meet critical deadlines.

Interpret and apply Federal, State and local policies, procedures, laws and regulations.

Qualifications (Continued):

Make public presentations.

Communicate clearly and concisely, both orally and in writing.

Perform work in accordance with safety regulations, guidelines and practices.

Establish and maintain effective working relationships with those contacted in the course of work.

Operate and use modern office equipment including a computer and applicable software.

Operate a vehicle observing legal and defensive driving practices, if required to drive for District business.

Training and Experience:

Education equivalent to a Bachelor's degree from an accredited college in public or business administration, journalism or closely related field and a minimum of three years of progressively responsible administrative and/or analytical experience.

Experience in administering programs or coordinating public outreach activities for a governmental agency is highly desirable.

License and Certificate

Possess a valid California driver's license and ability to maintain insurability under the District's automobile liability insurance carrier.

Benefits:

The District provides the following benefits:

- Medical Insurance (Employee and dependents).
- Vision Care (Employee and dependents – employee contribution required).
- Dental Insurance (Employee and dependents – employee contribution required).
- Life Insurance (2 x Annual Salary).
- Accidental Death and Dismemberment Insurance.
- Disability Insurance (30-day qualification period).
- PERS (Public Employees Retirement System) Pension—employee contribution required.
- 13 paid holidays and 15 days of vacation.
- Paid sick leave.
- Deferred compensation match.
- College tuition reimbursement.
- Pre-tax spending accounts for medical and dependent care.
- Alternative work schedule (every other Friday off - optional).

The District:

Vista Irrigation District (District) was formed in 1923 to provide water to the community of Vista. The District also supplies water to portions of the cities of Escondido, Oceanside, San Marcos and some unincorporated areas of San Diego County. Located seven miles from the Pacific Ocean in northern San Diego County, Vista is the "climatic wonderland of the United States" with an average daily temperature of 74 degrees.

Rolling hills and a pleasant rural surrounding, combined with relatively affordable housing prices and a strong community, make Vista an ideal place to live and work. Vista has been recognized in a national publication as being one of the "50 fabulous places to raise a family." In addition to the beautiful beaches to the west, within a 60-mile radius of Vista can be found the dynamic city of San Diego and the Mexican border to the south, snow-capped mountains and majestic deserts to the east, and Disneyland and the Los Angeles metropolitan area to the north.

The District supplies potable water to over 29,000 customers in a 21,152-acre service area with a population of nearly 134,000 people. The District receives local water from Lake Henshaw, which it owns, imported water from Northern California and the Colorado River via the San Diego County Water Authority (Water Authority) and the Metropolitan Water District of Southern California and desalinated seawater from the Claude "Bud" Lewis Carlsbad Desalination Plant via the Water Authority. The District currently employs 88 people.

The Management Analyst is a non-exempt position and is eligible for overtime compensation under the Fair Labor Standards Act and in accordance with District Policy. This position is privy to information leading to decisions of management that affect employee relations and, as such, is designated as a Confidential Employee.

Vista Irrigation District is "an equal opportunity employer" and will consider reasonably accommodating qualified disabled persons. Reasonable accommodations can include, but are not limited to, changing job duties, changing the work shifts, accommodating schedules, relocating the work area, and providing mechanical or electrical aids.

The provisions of this announcement do not constitute an expressed or implied contract, and any provisions contained herein may be modified or revoked without notice.

Selection Process:

The most appropriately qualified applicants will be invited to continue in the selection process which may consist of competency testing (including a practical exam), a written exercise and oral interviews by District personnel or qualified individuals from other public agencies or any combination thereof. The District expressly reserves the right to change the selection process in order to identify the most qualified candidates as required by federal and state law.

To help streamline the application and hiring process, we have implemented new recruiting software. All applicants will apply via our website at www.vidwater.org under the "careers tab". **We will no longer accept paper applications.** You will need to upload your resume and cover letter on our new application portal.

Job offers are contingent upon a pre-employment medical examination and drug testing.

Oral interviews and testing will be done in compliance with local and state COVID-19 protocols.

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