

Management Analyst

\$77,325 - \$118,565 Annually (DOQ)

The Management Analyst position is a journey level position, working independently and exercising judgement and initiative. Position reports to the Deputy General Manager/Finance and General Manager. The position provides responsible analytical duties and complex staff support to District management in combination of the following areas: supports the District's finance, grant reporting, administrative, risk management, and procurement programs; assembles, interprets, and analyzes various data associated with finance, and budgeting; analyzes water supply and demand data, and prepares related reports; supports contracting and risk management; provides backup for accounting, analyzing, and verifying financial records, preparing financial and statistical work; assists in the preparation of the District's annual Operating and Capital Budget and Comprehensive Annual Financial Report; and assists with personnel administration; and performs related duties as required.

Education: Equivalent to a bachelor's degree from an accredited college or university with major coursework in business administration, public administration, environmental science, or a related field.

Experience: Two (2) years of professional administrative experience in a special district, municipal government agency, or related industry. Experience in municipal water in California is desirable, but not essential.

Apply by emailing a cover letter and resume to CamMgmt@camrosa.com. For more information regarding the position visit www.camrosa.com. Open until filled.

Camrosa offers a competitive benefits package that includes a comprehensive family medical plan (HMO, Consumer Driven Health Plan, or PPO) that covers 100% for the Camrosa employee and 90% of the difference between the cost of the employee-only and the employee plus one or family plans. Other benefits include 11 paid holidays, 2 floating holidays, 20 days of annual leave, which increases after 5 years of employment (at the rate of 1 additional day per year to a maximum of 30 total days per year), life insurance, vision insurance, dental insurance, disability insurance, and a retirement package under the California PERS system. Prior to employment, the candidate must successfully complete and pass a pre-employment health physical, drug/alcohol screening, and criminal background investigation.