

JOB OPPORTUNITY BULLETIN

Conservancy Project Development Analyst I/II / Staff Services Analyst /Associate Governmental Program Analyst

**Salary: \$2817-\$3426 (Range A) / \$4400-\$5348
\$3841-\$4670 / \$4619-\$5616**

The San Diego River Conservancy has one **(1) position open** for a **full-time permanent Staff Services Analyst (SSA) or Associate Governmental Program Analyst (AGPA), or Conservancy Project Development Analyst I/II (CPDA I/II)**.

ABOUT THE JOB / UNIQUE OPPORTUNITY

The San Diego River Conservancy is a small (two positions) State agency located in San Diego whose mission is to preserve, restore, and enhance the San Diego River. The San Diego River Conservancy's statutory objectives are grouped into four major program areas that represent the essential themes of the Conservancy's work as established by the San Diego River Conservancy Act. The four major programs are: Land Conservation; Recreation and Education; Natural and Cultural Resources Preservation and Restoration; and, Water Quality and Natural Flood Conveyance.

An important Conservancy goal is to work with its partners to build a River-long park and hiking trail stretching fifty-two miles from the River's headwaters near Julian to the Pacific Ocean.

Because the Conservancy will be a two-person agency, the successful candidate will have the unique opportunity to (1) work side-by-side with the Executive Officer in a challenging atmosphere and (2) play a key role in virtually all aspects of the Conservancy's operations. As the Executive Officer's only assistant, the candidate will assume responsibility for the full breadth and scope of the agency's administrative and business functions.

DUTIES

The successful candidate will assist the Executive Officer in the day-to-day operations and management of the office and will manage the office in the Executive Officer's absence. Under the general direction of the Executive Officer, Conservancy Project Development Analyst I/II or the Staff Services Analyst or Associate Governmental Program Analyst will perform a wide variety of administrative, consultative, and analytical duties including, but not limited to: Perform required project analyses, gather necessary information, travel as necessary to make site inspections and/or to meet with local governments, developers and others during project development. Prepare staff recommendations, present projects at Board meetings. Assist Executive Officer in preparing agency budget, Budget Change Proposals (BCPs), and variety of fiscal reports. Assist Executive Officer with all Board meeting preparations including development and distribution of Agenda Notices and Agenda Briefing Packets. Manage all Board meeting logistics (room arrangements, setup/clean-up, tape recording). Prepare formal Board meeting minutes. Assist Executive Officer in preparing Requests for Bid (RFPs), reviewing bids, and selecting contractors. Manage all agency contracts (service and grant). Assist Executive Officer in preparing applications for grant funds. Prepare and manage all lease agreements (office, equipment, vehicle). Develop and maintain agency databases. Develop and maintain official agency Records / Filing System and handle public requests for file review. Obtain and oversee agency credit cards, prepare purchase orders, service authorizations and related documents. Procure equipment, furniture, supplies, and services in accordance with State procedures. Develop and maintain fiscal/expenditure records and accounting. Process invoices, pay bills. Inventory and maintain state property (equipment, vehicle). In coordination with oversight Conservancy (State Coastal Conservancy), prepare and handle all personnel-related documents and issues. Prepare formal correspondence and reports. Represent the agency; respond to inquiries and provide information. Handle phones and walk-in customers. Handle incoming/outgoing mail. Coordinate volunteers.

NECESSARY QUALIFICATIONS

Applications will be accepted from candidates with eligibility for appointment to the Staff Services Analyst or Associate Governmental Program Analyst, Conservancy Project Development Analyst I/II classifications. Candidates must possess personal qualifications/attributes including integrity, initiative, dependability, good judgment, ability and willingness to assume high level of responsibility; ability to work independently; ability to work effectively as a team member or team leader; and a state of health consistent with the ability to perform the assigned duties of the class. Candidates must have a good driving record and a valid California driver's license. Candidates must be knowledgeable on the laws, regulations, rules, and policies governing State of California administrative practices.

DESIRED QUALIFICATIONS

The Conservancy is seeking a highly motivated, organized, detail-oriented individual with a genuine desire to assist citizens, partners and clients by offering outstanding administrative and project management skills. Important qualifications include: Commitment to excellence. Proficiency in Microsoft Office software including Word, Excel, Access, and Power Point. Excellent oral and written communications skills. Outstanding customer service skills. Knowledge and experience in principles and practices of administrative services such as budget projections and analysis; State contracting; records management; telecommunications; procurement of equipment, furniture, supplies and services; and cashiering. Experience in state budget process. Knowledge of grant application process. Ability to prioritize work on multiple tasks and manage time. Willingness to learn new skills and the ability to quickly grasp new concepts. Flexibility and enthusiasm to conduct all needed administrative tasks from the complex and challenging to the simple and routine. Dedication, commitment, and loyalty to the job and mission of the Conservancy. Ability to analyze proposed legislation. Ability to resolve complex problems. Ability to analyze data. Ability to analyze and recommend improvements in operations. Willingness to travel. Knowledge of GIS.

WHO SHOULD APPLY

State employees who are currently at the SSA/AGPA classifications or have SSA/AGPA eligibility. Persons also at the Conservancy Project Development Analyst I/II level or who have list eligibility to the classification will be considered. Persons who have transfer eligibility into the above classifications with appropriate experience. Applications will be screened and only the most qualified will be interviewed.

Permanent, full time. Final filing date: Open until filled. If you are interested in a career with the San Diego River Conservancy, please submit: (1) standard State of California application (STD 678); (2) resume; and (3) cover letter explaining how you meet the qualifications, to:

**San Diego River Conservancy
1350 Front Street Suite 3024
San Diego, CA 92101**

Attention: Michael Nelson, Executive Officer

For more information, you may contact Michael Nelson at (619) 645-3183 or mnelson@sdrc.ca.gov.

AN AFFIRMATIVE ACTION EMPLOYER-EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

