



Internal/External Employment Opportunity

- JOB TITLE:** Water Resources Analyst
- JOB STATUS:** Exempt
- PAY RANGE:** \$5,458 – \$7,347 per month, dependent upon qualifications
- CLOSING DATE:** Open Until Filled, First review on Friday, May 29, 2015
- DUTIES:** Under general direction, oversees, plans, coordinates and implements a variety of services, programs, and special projects; performs a variety of difficult and responsible professional and analytical level duties in support of the District across departments. This position requires solid financial and resource planning knowledge needed to perform rate analysis, financial/economic modeling/forecasting and ongoing evaluation of the long range financial plan, long range reliability plan, urban water management plan, and future planning efforts. Conducts complex research and analysis on a variety of areas involving financial planning, operations and work processes; reports findings to management by preparing written plans/reports; and participates in the implementation and coordination of new programs and processes. Evaluates the effectiveness of conservation programs and provides data analysis to support overall water efficiency program design and planning. Provides rigorous data support for water use efficiency programs, including financial analysis, statistical analysis, and benefit/cost analysis. Works with customers and conservation staff toward improving water use efficiency. Responds to customer inquiries; develops and maintains knowledge of water conservation practices, devices and techniques. Develops close working relationships with other water use efficiency staff and provide outreach that establishes a positive image for the District's water use efficiency programs. This is a professional level position responsible for performing complex analytical assignments involving significant accountability and independent decision-making responsibilities within the framework of established policies and procedures.
- QUALIFICATIONS:** Equivalent to a Bachelor's degree from an accredited college or university with major course work in finance, statistics, natural sciences, economics, or related field. A Master's degree is preferred. Two years of increasingly responsible analytical experience working with public agencies preferred. Knowledge of complex economic and statistical modeling, and apply methods to cross disciplinary problems spanning the utility. Skills necessary to supervise, plan, direct, review and evaluate the work of assigned staff. Ability to communicate effectively, both orally and in writing. Strong writing skills required. Possession of a valid California driver's license and maintenance of a safe driving record.

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Water Resources Analyst**

**PHYSICAL
REQUIREMENTS:**

Position requires occasional stooping, bending, climbing, lifting, walking, reaching, and the ability to carry and lift materials related to general office/data processing maintenance weighing up to 35 pounds. In addition, this position requires oral communication with District management, coworkers, and District customers; regular use of the telephone for communication; operation of office equipment such as computer terminals, copiers and facsimile machine; sitting for extended periods of time and hearing and vision within normal ranges.

**APPLICATION
PROCEDURE:**

Please complete a District Application for Employment, which can be obtained from our website at www.mnwd.com. Completed applications must be received in the Human Resources Department by 5:00 p.m. on Friday, May 29, 2015 to be considered in the first review of applications.