

Employment



Opportunity

Administrative Analyst

Olivenhain Municipal Water District is seeking candidates for the position of **Administrative Analyst**. This at-will position performs a variety of analytical and administrative duties in support of assigned function including District programs pertaining to grant/award administration, community outreach, legislative analysis, conservation, and project management. The pay range is \$31.94 - \$44.72 per hour.

Key Duties and Responsibilities:

Performs a variety of professional-level research, administrative, and analytical duties. Utilizes comprehensive desktop publishing and graphic design skills to develop various promotional, educational, and conservation news releases and brochures. Prepares PowerPoint presentations and other electronic media as needed for projects or meetings. Prepares staff reports and outreach materials. Compiles and maintains regulatory documentation databases or systems. Conducts independent research by which to complete and submit grant applications; administers grants upon achievement. Understands, interprets, and applies pertinent federal, state, and local laws, codes, and regulations as they pertain to the District. Engages local, state, and federal representatives on proposed legislation, including writing comment letters, attending meetings, and collaborating with lobbyists. Assists with the preparation and execution of agreements, contracts, and other documentation. Represents OMWD at professional group meetings. Stays abreast of new trends and innovations in the fields of legislation, public relations, public administration, public education, and conservation. Generates original, clear, and concise business correspondence which may require posting and/or publication. Monitors work of consultants. Effectively budgets. Performs customer service related duties.

Minimum Qualifications:

Bachelor's degree with emphasis in public administration, business administration, communications, or a related field, or five years of progressive responsibility is required. Minimum of five years of progressive responsibility; two years minimum experience in planning and coordinating public information campaigns, legislative analysis, grant/award administration, and/or public relations.

OMWD offers a very competitive [benefits package](#) including CalPERS retirement and fully paid medical, dental, and vision insurance premiums for family coverage. **Interested candidates must submit a completed OMWD employment application and current resume.** All application materials will be evaluated and only the most highly qualified candidates will be invited to continue in the selection process. Subject to a background check for convictions directly related to job duties. Only job related convictions will be considered, and will not automatically disqualify the final candidate. **Equal Opportunity Employer**

Apply online at: www.olivenhain.com/job-opportunities

Application deadline: 5 p.m. on Monday, October 4, 2021

OMWD Human Resources, 1966 Olivenhain Road, Encinitas, CA 92024