



4699 HOLLISTER AVENUE

GOLETA, CALIFORNIA 93110-1999

PHONE 805-964-6761

April 2024

RE: Associate Water Resources Analyst (**Salary Range \$110,816 - ,128,284 /annually, plus benefits**)

Dear Applicant:

Thank you for your interest in employment at the Goleta Water District, an equal opportunity employer. We currently have a need for a full-time Associate Water Resources Analyst. Under general supervision, this Analyst class plans, coordinates, and participates in a variety of water resources and supply planning activities for new water demand. This Analyst class directly implements the Developer Program, responsible for review and approval of new water service cost estimates, facility proposals, and determining whether modifications are needed to system capacity. The position is responsible for project management of new water service applications and assisting applicants through the water entitlement process. This includes analytical work; project and process management; development of reports, studies, and agreements; development and implementation of policy documents; positive interaction and collaboration with staff, government agencies, District customers, and the general public; performs related duties as required.

- Coordinates and facilitates applications for new or expanded water service, which includes the need to confer with and advise private property owners, architects, builders, contractors, engineers, technical consultants, staff from other agencies and the general public regarding the District Code, Standards & Specifications, and application process, policies and procedures; carry out research regarding water usage, water demands, entitlements, and system components; prepare and review a variety of documents, briefs, and correspondence related to applications for new water services.
- Coordinates with other agencies regarding the environmental review process, analysis of economic trends and local general plans, preparation of water supply assessments, water demand and supply studies, and other regional analysis.
- Assists with the development and implementation of Public Information programs; assists with periodic presentations to professional and community groups; provides general information to the public about programs, policies, and procedures; assists with drafting of public service announcements and press releases for management or supervisor review; and may prepare promotional fliers, informational brochures, newsletters, and advertisements.
- Performs special studies, reports, and analysis related to water resources, conservation, and federal, state, and local requirements as needed. Prepares recommendations and reports for management.
- May assist with the development of grant proposals and identification of funding options.
- Provides exemplary customer service to all individuals by demonstrating a willingness to be attentive, understanding, responsive, fair, courteous, and respectful, and by actively participating in maintaining a positive customer service environment. May assist walk-in customers; may respond to questions and information requests from customers and the public.
- May assist in the development of the Water Supply & Conservation Department budget.

QUALIFICATIONS

Bachelors degree in public policy, administration, management, urban planning, resource economics, or a related field and one (1) year of progressively responsible professional experience; project and program management; development and delivery of public presentations and outreach strategies; or a combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance including a minimum of ten (10) years of progressively responsible experience with project and program management.

To apply for the Associate Water Resources Analyst, please submit cover letter, current resume, employment application to: hr@goletawater.com. It is important that your application reflect all relevant education and experience. **This position is open until filled.** Applications submitted on or before April 22, 2024, by 5:00 P.M. will receive first consideration

Sincerely,
Human Resources

Enclosures: Job Description & Application for Employment

GOLETA WATER DISTRICT

Class Title:	Associate Water Resources Analyst
Department:	Water Supply & Conservation
FLSA Status:	Non-Exempt
Supervised By:	Department Manager or designee
Supervises:	None

Class Summary

Under general supervision, this Analyst class plans, coordinates, and participates in a variety of water resources and supply planning activities for new water demand. This Analyst class directly implements the Developer Program, responsible for review and approval of new water service cost estimates, facility proposals, and determining whether modifications are needed to system capacity. The position is responsible for project management of new water service applications and assisting applicants through the water entitlement process. This includes analytical work; project and process management; development of reports, studies, and agreements; development and implementation of policy documents; positive interaction and collaboration with staff, government agencies, District customers, and the general public; performs related duties as required.

Essential Duties and Responsibilities

1. Coordinates and facilitates applications for new or expanded water service, which includes the need to confer with and advise private property owners, architects, builders, contractors, engineers, technical consultants, staff from other agencies and the general public regarding the District Code, Standards & Specifications, and application process, policies and procedures; carry out research regarding water usage, water demands, entitlements, and system components; prepare and review a variety of documents, briefs, and correspondence related to applications for new water services.
2. Coordinates with other agencies regarding the environmental review process, analysis of economic trends and local general plans, preparation of water supply assessments, water demand and supply studies, and other regional analysis.
3. Assists with the development and implementation of Public Information programs; assists with periodic presentations to professional and community groups; provides general information to the public about programs, policies, and procedures; assists with drafting of public service announcements and press releases for management or supervisor review; and may prepare promotional fliers, informational brochures, newsletters, and advertisements.

4. Performs special studies, reports, and analysis related to water resources, conservation, and federal, state, and local requirements as needed. Prepares recommendations and reports for management.
5. May assist with the development of grant proposals and identification of funding options.
6. Provides exemplary customer service to all individuals by demonstrating a willingness to be attentive, understanding, responsive, fair, courteous, and respectful, and by actively participating in maintaining a positive customer service environment. May assist walk-in customers; may respond to questions and information requests from customers and the public.
7. May assist in the development of the Water Supply & Conservation Department budget.

Mental and Physical Requirements/Working Conditions

- Operates office equipment including a computer and peripheral hardware and software, copier, fax, printer, calculator, and other equipment.
- Sits at a desk to use and access office equipment used in the performance of duties.
- Works in both indoor and outdoor environments.
- Must be able to carry, push, pull, reach and lift up to 25 lbs.; walking, some bending, reaching, stooping and squatting.
- Occasionally walks on uneven terrain.
- Normally works in a temperature-controlled office with limited exposure to odors and noises.
- Regularly uses a telephone and email for communication.
- Hearing and vision are within normal ranges.
- Occasionally drives a vehicle in conducting district business.
- Communicates orally, in writing and with drawings with district management, coworkers and the public.
- Writes in a clear and legible manner.
- Demonstrates alertness and flexibility to changing demands.

Qualifications

Education, Experience and Skills Training:

Bachelors degree in public policy, administration, management, urban planning, resource economics, or a related field and one (1) year of progressively responsible professional experience; project and program management; development and delivery of public

presentations and outreach strategies; or a combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance including a minimum of ten (10) years of progressively responsible experience with project and program management.

Employment Standards

Demonstrated ability to:

1. Behave in a professional and competent manner with the public, customers, and District employees.
2. Effectively explain District functions, the content of District rules, Regulations, and Ordinances with customers, the public, contractors, and other organizations.
3. Carry out duties with a positive concern for the District, the public, customers and District employees, in a professional and courteous manner, exercising tact and diplomacy.
4. Establish, interact and maintain a positive and cooperative working relationship with others.
5. Maintain a calm, courteous and professional demeanor with the public and District staff.
6. Communicate in a clear, understandable manner both orally and in written form.
7. Understand and follow directions.
8. Complete assignments in a timely manner.
9. Learn, read, understand, explain, and apply job-related District rules, practices, and procedures.
10. Exercise initiative, take personal responsibility and follow through on assigned work.
11. Use specialized computer applications to prepare, update, maintain, and retrieve documents and information related to assigned duties.
12. Adhere to workplace safety rules and regulations.
13. Safely operate motorized vehicles.

Knowledge of:

1. Contemporary public policy issues, as well as principles and techniques of the public process, including budgeting, contract management, and public relations.
2. Local, state, and federal regulations and policies, including those related to water resources and development.
3. Word processing, spreadsheet, presentation and project management applications.
4. Research and report preparation principles and techniques; development of reference materials; training principles and techniques.

5. Customer service principles, practices, and techniques.
6. District rules, regulations, policies, and procedures related to water use for reviewing and approving water service applications.

Special Requirements

Possession of an appropriate valid California Driver's License. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations for at least two (2) years' duration.

Please return to:
hr@goletawater.com



Position Applied For: _____

APPLICATION FOR EMPLOYMENT
An Equal Opportunity Employer

INSTRUCTIONS

Please read the job bulletin to determine if you meet the requirements for the position you applied for. Type or print ink. Answer all questions completely and accurately. Include any additional information pertaining to your qualifications for the position. False statements are cause for rejection of the application, removal of name from eligibility list or dismissal from position. All information is subject to verification, including conviction records and former employers.

CONDITIONS OF EMPLOYMENT

- If hired, applicant:
- must submit proof of U.S. Citizenship or legal right to remain and work in U.S.
 - must submit proof of age
 - must pass a physical examination which includes drug/alcohol testing
 - is subject to a background check

NAME:

Last First Middle Initial

ADDRESS:

Number Street

City State Zip Code Email Address

PHONE: () _____ () _____
Daytime Evening

Are you willing to work:

Part-time Yes___ No___ Temporary (hourly) Yes___ No___
Nights Yes___ No___ Weekends & holidays Yes___ No___

EDUCATION AND TRAINING (Add additional sheets as necessary)

Circle highest grade completed: _____ Name & location of last grade or high school attended: _____ Did you graduate? _____

6 7 8 9 10 11 12 13 14 15 16 MA Ph.D.

Name & location of Trade or Vocational Schools/Colleges/Universities/Apprentice or Training Programs attended:	Number of Units Completed	Qtr. √	Sem. √	Major/Subjects	Degrees/Certificates

SPECIAL SKILLS

List other formal training programs, which may be related to the type of employment you are seeking:

Licenses and Certificates (State, Professional, Trade, etc.)

CERTIFICATE OF APPLICANT: I certify that all statements made in this application and attachments are true and complete to the best of my knowledge. I understand that any false statements or omissions of material facts will subject me to disqualification or dismissal.

SIGNATURE: _____ **DATE:** _____

NOTE: A RESUME WILL NOT SUBSTITUTE FOR THIS SECTION.

NAME:

EXPERIENCE

List all periods of employment and unemployment for the last 10 years, starting with the most recent and working back. Start with present employment, including employment with the District. Indicate any discharge or forced resignation. Please include volunteer, military or other special experience, which applies to the position you are seeking. (Add additional sheets as necessary.)

<p>Dates of Employment:</p> <p>From: ____/____/____ MO/DAY/YR</p> <p>To: ____/____/____ MO/DAY/YR</p> <p>Hours Per Week: _____</p> <p>Supervisor Name & Title: _____</p> <p>Phone: _____</p> <p>May we contact this employer? Yes ___ No ___</p>	<p>Employer Name: _____ Your Title: _____</p> <p>Your Duties: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Reason for Leaving: _____</p>
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Do you need special accommodations in the selection process? Yes ___ No ___

If yes, please describe: _____

Are you related by blood or marriage to any current district employees? Yes ___ No ___

If yes, individual: _____	Relationship _____
Name	

Have you ever been employed by the District? Yes ___ No ___

If yes, give dates and positions held: _____

Where did you learn of this opening? Friends _____ District Recruitment Brochure _____ Advertisement (which publication) _____

NOTICE TO APPLICANTS: All appointments shall be subject to a minimum 12-month probationary period. The probationer may be released at any time during this period without cause or appeal.