



Georgetown Divide Public Utility District
6425 Main Street, P.O. Box 4240
Georgetown, CA 95634
(530) 333-4356 ♦ www.gd-pud.org

The Georgetown Divide Public Utility District

invites applications for the position of:

MANAGEMENT ANALYST

SALARY RANGE: \$35.00 to \$42.56 per hour, depending on qualifications

OPENING DATE: September 17, 2021

FINAL FILING DATE: Applications will be accepted until the position is filled. First review date for applications will be held on October 15, 2021.

The Georgetown Divide Public Utility District (“District”) is recruiting a highly motivated and reliable individual to join our team of dedicated employees to fill one full time Management Analyst position in the District Office, located at 6425 Main Street, in Georgetown, California. Successful applicants will join an energetic and developing team that is focused on providing exceptional customer service and support to District customers and staff. This is a fantastic opportunity for an individual with excellent customer service skills, a willingness and ability to learn, and strong organizational skills. Experience in government finance is desirable but not required.

All completed applications will be screened for the required qualifications. After the final filing date, selected applicants will be invited to a written and/or oral examination. Each applicant will be notified by mail or phone concerning further participation in the selection process.

THE POSITION:

Under general supervision by the General Manager, positions in the Management Analyst classification manage, organize and analyze data related to organizational, functional, and fiscal studies of District activities, programs, and services; prepare budget proposals; prepare comprehensive research reports and recommendations; and provide information to District management and other agencies. This position will also prepare and distribute Board agenda and maintain official records of Board proceedings and actions. The Management Analyst also provides administrative support to the General Manager and supervises office staff and customer service activities.

ESSENTIAL FUNCTIONS:

The examples of essential functions described below are representative of the range of duties assigned to this class and are not intended to be an inclusive list:

- Investigates, studies, analyzes, and develops reports on District programs, services, operating procedures, and administrative problems.
- Collects, assembles, analyzes, and interprets data related to departmental and inter-departmental operations, including functions, organizational structure, staffing, policies, procedures, and space and physical layout.
- Manages and participates in District financial management and reporting, ensuring accuracy and compliance with District policies, procedures, and best management practices.
- Prepare and review District financial reports. Assists with budget and fiscal analysis.
- Assists with the establishment of District operating policies and procedures.
- Prepares detailed written, oral, and graphic reports related to studies performed.
- Reviews legislation and literature, preparing summary briefs and analysis for District management.
- Attends Board meetings, develops and maintains minutes, distributes resolutions and dissemination of Board actions before, during and after the Board meeting.

A detailed job description is available on the District website at www.gd-pud.org.

DESIRABLE QUALIFICATIONS:

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying.

A typical way to obtain the knowledge and abilities would be:

Education - Completion of college level educational training in subjects related to administrative analysis, statistics, public finance, and business administration.

Experience - Two years of increasingly responsible experience in performing a variety of administrative analysis work, including the preparation and presentation of reports to management staff, and Board Clerk duties. Experience in government finance and understanding of government accounting principles is desirable.

LICENSE CERTIFICATE REGISTRATION REQUIREMENTS:

Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.

Special District Board Secretary/Clerk Certificate shall be obtained through the California Special District’s Association within the first twelve (12) months of employment, if not obtained by date of hire.

PHYSICAL EXAMINATION:

Applicants must pass a physical examination, substance abuse screening, and background check before employment with the District.

HOW TO APPLY FOR THIS POSITION:

- Interested individuals can print an application from the Districts website at www.gd-pud.org. Or request an application by emailing Stephanie Beck at slbeck@gd-pud.org.
- Return a completed application to the District office, or mail to:
Georgetown Divide Public Utility District
PO Box 4240
6425 Main Street
Georgetown, CA 95634

A completed application can also be emailed to Stephanie Beck at slbeck@gd-pud.org.