

**ROSAMOND COMMUNITY SERVICES DISTRICT IS  
ACCEPTING APPLICATIONS FOR:  
MANAGEMENT ANALYST –FULL TIME**

Rosamond Community Services District provides water, sewer, street lighting, and graffiti abatement services to approximately 5,000 customers. Rosamond is located in Kern County, 80 miles north of Los Angeles.

**The Position:** Under the direction of the Assistant General Manager, the Management Analyst performs analytical assignments of a more complex nature, including human resources, labor relations, grant research and application writing, budgeting, or support of department activities as needed. Provides highly responsible administrative staff assistance, including conducting specific and comprehensive analyses of a wide range of municipal policies involving organization, procedures, finance, and services. Conducts surveys and performs research and statistical analyses, as requested, and prepares related reports. Assists in the preparation of a budget, make budget recommendations relative to the assigned program areas of responsibility; coordinates and compiles budget recommendations prepared by other staff into a comprehensive budget document, and researches past expenditures and forecasts next years' changes. Researches available and applicable grants and grant proposals, monitors active grants to ensure that all stipulations and regulations regarding the use of funds are met, responsible for all related regulatory and compliance reporting and maintains appropriate records and documentation to satisfy any audit requirements. Assists in the administration of contracts, including approval, tracking and reporting..

The Management Analyst works independently, seeking assistance only as new or unusual situations arise. The incumbent must be thoroughly familiar with the operating procedures of government agencies, and possesses technical expertise related to the assigned programmatic responsibilities. This position receives general direction from the Assistant General Manager or others as assigned and may supervise employees in the Customer Service Department and others as directed by the Assistant General Manager. This is a confidential position.

**Qualifications:** Bachelor's Degree (B. A.) in Business Administration, Finance, Public Administration, or related field from an accredited college or university with a degree; and five (5) years related experience comparable to that of a Management Analyst I, including five years of administrative and supervisory responsibility.

**Salary/Pay:** \$32.26 per hour - \$41.17 per hour– Non-exempt

**Benefits:** The District makes a substantial contribution towards medical, dental, vision and life insurance for employees and their families. Other benefits include vacation, sick leave, and deferred compensation programs. The District participates in the PERS (Classic Members 2.5% at 55 or New members 2% at 62) retirement plan, in addition, participates in Social Security.

**Apply By:** 4:00 PM, October 25, 2019. Applications are available at [www.rosamondcsd.com](http://www.rosamondcsd.com). Resumes will not be accepted in lieu of district application; however resumes may be included as an attachment. Please include three (3) professional references. Please mail completed application to: Rosamond Community Services District, Attn: Human Resources 3179 35<sup>th</sup> Street West, Rosamond, CA 93560. Further information about the District and this outstanding career opportunity can be obtained by visiting the District website at: [www.rosamondcsd.com](http://www.rosamondcsd.com) or by calling 661-256-3411.