



Southern Cascades Community Services District is an equal opportunity employer and service provider

530-299-3110

PO Box 239, Adin, CA 96006

www.Southerncascades.org

JOB ANNOUNCEMENT

District Operations Analyst

FINAL FILING DATE: May 24, 2022

Wage Rate 24.75-33.67/ hr. CWE

PART TIME POSTION UP TO 10 HOURS PER WEEK

DUTIES OF POSITION

Under general direction of the District General Administrator, serves as Operations Analyst of the District; to plan, direct and oversee District Programs, services and resources in accordance with short and long range goals, policy

statements and directives; to interpret and administer policies of the Board; and to perform related duties as required.

The primary role of the Operations Analyst is to propose ever changing processes and solutions to carry out the mission of the District.

MINIMUM QUALIFICATIONS

A bachelor's degree or minimum of 5 years' experience in business analysis or a related field.

Strong analytical and conceptual thinking skills

Employee must have a working knowledge of:

MIP government accounting software

Microsoft Suite software

Budget development strategies

Contract compliance tracking

A complete copy of the Position Description is available upon request