



# Career Opportunity

## PROGRAMS AND PUBLIC AFFAIRS MANAGER

Mission Springs Water District is currently accepting applications for a Programs and Public Affairs Manager.

**DEFINITION:** Under general direction, performs a variety of professional and administrative activities in support of the District’s conservation, public information and community outreach program; plans, organizes, coordinates, recommends and implements comprehensive District-wide community involvement, public information, media relations, conservation programs, special projects, and legislative activities; coordinates assigned activities with outside agencies; organizes, prepares and disseminates information relating to a wide range of District activities; participates in representing the District on public and media relations matters; and performs related duties as assigned.

**QUALIFICATIONS:** Any combination of education and/or experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be graduation from a four-year college or university with a Bachelor’s degree in Marketing, Public Relations, Communications, Business Administration, or a closely related field, and eight (8) years of progressively responsible community and public relations, public information, conservation or customer service experience involving the development and coordination of public affairs programs and projects in a management or supervisory capacity, preferably with a public agency.

Possession of a valid Class C California driver's license and satisfactory driving record.

Please review the complete job description and requirements at:

<https://www.mswd.org/employment.aspx>

### Salary Range

\$ 81,198.44	To	\$ 103,940.87	Annually
6,766.54	To	8,661.74	Monthly
39.04	To	49.97	Hourly

Regular Hours (9/80 work schedule):

Monday – Thursday, 7:30am to 5:30pm (one hour lunch). Friday, 7:30am to 4:30pm (one hour lunch). Every other Friday is a day off, for a total of 80 hours per pay period.

This is a full-time, exempt, regular position with top-notch benefits.

If you have the qualifications listed in the job description and would like to apply for the position, please apply online at <https://www.mswd.org/employment.aspx>

**Application Deadline:** July 28, 2021.

