



# Career Opportunity

## Contract Analyst

Mission Springs Water District is currently accepting applications for a Contract Analyst.

**DEFINITION:** Under the general direction of the Assistant General Manager, the position of Contract Analyst analyzes and writes both standard and non-standard District contracts and agreements; applies contractual standards and provides technical support for the consistent administration and management of consultant and/or inter-agency agreements; assists in the drafting of legal agreements and administers financial and other provisions of inter-agency agreements, service level agreements, and revenue generating leases; coordinates various analytical, procedural, and procurement activities with other District staff.

### QUALIFICATIONS:

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

#### Education:

- Bachelor's degree from an accredited college or university with major coursework in contracts management, public administration, business administration or a related field.

#### Experience:

- Two (2) years of experience in developing, writing, and administering legal agreements and contracts, preferably in a public agency.

Please review the complete job description and qualifications at: <https://www.mswd.org/jobs>

#### Salary Range

\$ 76,772.80	To	\$ 98,259.20	Annually
6,397.73	To	8,188.27	Monthly
36.91	To	47.24	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, 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/jobs>

**Application Deadline:** Open until filled. First review December 5, 2023.