

Position open to both Internal and External Applicants

Position Opens: 10/27/14

Position Closes: 11/07/14

Full -Time Position

Exempt Status

**EDWARDS AQUIFER AUTHORITY
JOB POSTING - PVA# 10-14**

POSITION: Public Policy Analyst
REPORTING SUPERVISOR: Executive Director
DIVISION: Public Policy & External Affairs
DEPARTMENT: Public Policy & External Affairs
ANNUALIZED SALARY: \$72,539.65

BASIC FUNCTION:

Facilitates programs and activities related to the development of EAA rules and policies.

DESCRIPTION:

Advises Executive staff on interpretation and application of EAA rules; performs advanced/senior level work involving preparation of documents, rendering guidance on matters impacting EAA operations and stakeholders; researches, analyzes and drafts EAA rules and policy documents for consideration; works with staff to prepare documents related to EAA policies and programs; provides strategic advice and analysis on issues relating to the EAA's regulatory and policy agenda; coordinates with and supports staff in implementing EAA rules; works with staff members in formulating new or updated rules and long-term objectives; advises on matters related to overall objectives, critical issues, new concepts and policy issues; works with outside contract consultants and other governmental entities; participates in the establishment and achievement of short and long-range EAA goals; monitors progress made on plans and projects that impact EAA operations; performs assignments independently with minimal supervision and guidance; prepares assigned budget and monitors expenditures; and performs other duties as assigned.

EDUCATIONAL/EXPERIENCE REQUIREMENTS:

Bachelor's degree in public administration or political science or closely related field plus five years of relevant experience; with a minimum of three years of experience in a senior level administrative or legal capacity with a public agency; or Master's degree in public affairs, political science, public administration, or relevant field plus three years of relevant experience; or law degree (J.D.) from an accredited law school; knowledge and experience with Microsoft Office suite; strong research, analytical, problem solving and investigative skills; effective oral, written and organizational skills; ability to communicate effectively with EAA staff, the general public, and elected officials; ability to exercise initiative, independent judgment and responsibility; a valid driver's license; and the ability to operate a motor vehicle.

PHYSICAL REQUIREMENTS:

Job performance requires: listening, seeing, sitting, talking; occasional reaching, grasping, lifting, handling, pulling pushing, balancing and carrying of items such as boxes of materials, books, etc. with weights not exceeding 25 pounds; limited walking, standing, stooping, and bending; some irregular hours and long workdays, with high levels of stress due to short deadlines, special interest groups and executive requirements. Job is performed primarily in an office environment with infrequent trips to other offices and limited exposure to weather conditions.

Applications will be accepted through 4:30 p.m November 7, 2014. Completion of an application is required. Applications may be obtained from our website, www.edwardsaquifer.org, at the Edwards Aquifer Authority located at 900 E. Quincy, San Antonio, TX 78215 or by calling (210) 222-2204.

EOE/Drug Test Required
www.edwardsaquifer.org