



Job Description

Job Title: Associate/Senior Management Analyst
FLSA Status: Exempt
Date: June 2022

SUMMARY

This position reports to the Communications Director and is responsible for supporting programs and initiatives across the organization that advance attainment of goals included in the RCRC Strategic Plan. The position will include engagement with multiple divisions of the organization that may include: Office of the CEO, Communications, Government Affairs, Board Operations, Legal Affairs, and Economic Development. All work will support the mission of RCRC which is the representation of the collective unique interests of its 39 member counties, providing legislative and regulatory representation at the state and federal levels, and providing responsible services to its members which will enhance and protect the quality of life in rural California counties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Other duties may be assigned)

Communications

- Understand and monitor rural / local initiatives and activities impacting RCRC member counties.
- Evaluate profiles of member counties and communities within to further understand their needs, goals, and objectives
- Research, conduct surveys, and provide recommendations to CEO and RCRC staff on new matters impacting member counties whereby internal or external data may provide value
- Provide back-up support assistance for the Communications Director on matters of organizational communication including but not limited to public engagement, website, and all forms of media (news, print, and social).

Economic Development

- Review and analyze economic, demographic, financial, and other data that supports policy or program recommendations and/or implementation, resulting in advancement of member county priorities and goals included in the RCRC Strategic Plan
- Provide project management and oversight to ensure timely and effective work by consultants at member county level in execution of grant-funded project activity
- Perform research and analysis in emerging opportunity subject areas (ZEV infrastructure, water infrastructure, etc.) that would result in resources and technical assistance for member counties
- Engage in grant writing or support grant writing efforts that result in resources for member counties, particularly in the areas of broadband, infrastructure, economic development, and planning
- Engage with economic development professionals in RCRC member counties to support or catalyze programs and projects that result in job and investment generation
- Develop and maintain knowledge of laws, regulations, technical assistance programs, financing programs and methods, and best practices relative to economic and community development subject areas
- Identify programs and consult with program representatives that provide resources (technical and financial) in support of economic development activities from both the public and private sectors.

Government Affairs

- Perform research and analysis in support of legislative and regulatory efforts, including data assessment, review of policy positions and research done by other organizations, development of

reports for use to further efforts of Government Affairs work on behalf of member counties.

- Provide communications and information to ensure cross-departmental knowledge, awareness, and consistency.

Board Operations

- Review and prepare weekly overview of issues of importance to RCRC appearing on member county Board of Supervisors' meeting agendas for review and use by RCRC staff.

To successfully fulfill the requirements of this position, the candidate should have the following competencies, knowledge and skills

COMPETENCIES

- Demonstration of attention to detail is essential.
- Must be able to participate in more than one assignment at a time with frequent interruptions, changes and delays. Therefore, good organizational skills including the ability to multi-task, prioritize, work well under pressure and on deadline, are critical
- Must be able to work constructively and professionally in an environment that may be stressful
- Must be able to remain focused and work effectively efficiently, and positively under such circumstances
- Must be able to work cooperatively with all levels of management and support staff as a team
- Must maintain strict confidentiality and discretion, when required
- Accountability for own actions and work product is required
- Ability to anticipate potential areas of concern and make recommendations to avoid future problems – display initiative and pro-active business style
- Ability to work independently and lead a team
- Must have a highly developed ability to resolve complex problems and evaluate alternative solutions in a logical and defensible fashion
- Must be able to analyze and assess the relative advantages and disadvantages of alternative approaches and objectively develop sound recommendations
- Must be able to speak and write in a professional manner, for public consumption

KNOWLEDGE

The individual must have proficient knowledge or ability to quickly develop knowledge in the following areas:

- Strategic planning and project management
- Organizational management and team development and leadership
- Identification and development of resources for project success

SKILLS

The individual must demonstrate the following skills:

- Ability to build and manage collaborative partnerships and stakeholder relationships
- Excellent communication skills – both written and verbal
- Excellent organizational management, planning, problem-solving, and project management skills
- Research and analytical skills
- Possess high degree of self-initiative and ability to lead
- Possess strong organizational skills including the ability to multi-task, prioritize, and work well under pressure and on deadlines

SUPERVISORY RESPONSIBILITIES

None at this time.

QUALIFICATIONS

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

A degree in related field (economic development, economics, business, finance, communications, political science, etc.) and minimum of 5 years of experience with demonstrated success in program and/or project management.

COMMUNICATION SKILLS

The Associate/Senior Management Analyst must have effective communication skills, both verbal and written. The ability to prepare clear reports and business correspondence in a professional manner is essential. Must be able to express himself or herself effectively when communicating ideas and concepts to co-workers, management, member county staff, and Board members. The ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures and/or governmental regulations is required.

COMPUTER SKILLS

To perform this job successfully, an individual should be familiar and comfortable with Microsoft Office Suite as well as MS Outlook, MS Word and intermediate-to-advanced Excel skills are required.

REASONING ABILITY

Ability to apply common sense is required. Ability to develop an understanding of required procedures and carry out instructions furnished in written, oral, diagram or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following terms are used to outline the physical requirements and are defined as follows:

- 1. Heavy – more than four hours per day
- 2. Moderate – two to four hours per day
- 3. Light – less than two hours per day

While performing the duties of this job, the employee is regularly required to perform the following functions:

Word Processing	Moderate to Heavy	Sitting	Moderate to Heavy
Operating Telephone	Light to Moderate	Standing	Light to Moderate
Operating Fax Machine	Light	Walking	Light to Moderate
Operating Copier/Printer	Light		

The employee may be required to occasionally lift and/or move up to 10 pounds and occasionally lift and/or move up to 40 pounds. Individual will have frequent repetitive motion use of hands because of computer use. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

Must be able to work extended hours, days, weekends, and holidays when necessary.

Occasional travel is required.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Associate/Senior Management Analyst must be able to function responsibly and effectively within a fast-paced work environment; must have the ability to control multiple assignments; and must be able to adjust to rapidly changing priorities. Must be able to deal effectively and professionally with frequent interruptions. Must be able to work well with varied personalities and in a multi-culture, diverse work environment. Employee must be available to work any overtime when job requirements so dictate. All employees must contribute to building a positive team environment, treat others with courtesy and respect and support the organization's goals and values.

The duties will, for the most part, be performed in an office with controlled temperatures and fluorescent lighting throughout the office. The noise level in the work environment is usually moderate.

This is not necessarily an exhaustive list of all responsibilities, skills, abilities, duties, requirements, efforts, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to review the job or to require that other or different tasks be performed when circumstances change (e.g., emergencies, changes in personnel, workload, rush jobs, or technological developments). All employment decisions, including merit increases, promotions and transfers are based on meeting all requirements herein, on organizational need, the employee's being in good standing (including lack of disciplinary actions), meeting all applicable performance standards, level of job performance and other criteria. The methods of fulfilling requirements are subject to possible modifications to reasonably accommodate qualified individuals with disabilities. Some requirements, however, may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or others. THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. RCRC MAINTAINS AN "AT WILL EMPLOYMENT" RELATIONSHIP WITH ITS EMPLOYEES. This means that either the employee or the employer may terminate the employment relationship with or without cause and with or without notice.