

EAST BAY REGIONAL PARK DISTRICT

RESOURCE ANALYST

GENERAL FUNCTION:

Under direction, to support a department program or function by analyzing, monitoring, researching, and coordinating natural resources and/or community resources.

ESSENTIAL FUNCTIONS:

Assists manager or program administrator with a variety of projects or assignments: performs research, provides analysis, collects data, conducts field and resource assessments, makes recommendations; maintains records, logs; prepares reports and writes correspondence; coordinates with other District departments and outside agencies; reviews and/or assists with development of policies, guidelines; monitors budget, tracks expenditures; attends meetings, represents District, makes presentations.

OTHER FUNCTIONS AND DUTIES:

Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

Education: A Bachelor's Degree from an accredited college or university, with major work in the discipline related to prospective duties; and

Experience: One year of experience performing difficult research or work in any one of the fields related to the prospective duties.

OR AN EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of wildlife management, integrated pest management, trails management, park and recreation management, or appropriate study. Ability to investigate and analyze situations, plan and organize research; to coordinate research with other District departments and other agencies. Ability to speak and write effectively. Ability to establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, including a culturally diverse general public, with a focus on quality service to internal staff and external customers and park users.

SPECIAL CONDITIONS OF EMPLOYMENT:

A valid California driver's license is a condition of initial and continued employment in this classification. This position may be required to work occasional evening and/or weekend hours for meetings, presentations or special events; may be required to wear a District uniform.

REPORTS TO: District manager or program administrator.

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SUPERVISES: May supervise seasonal classifications and/or volunteers.

Employment Category: AFSCME, Local 2428, Monthly Salary Range Effective 1/1/04: \$4,278.63 – \$4,649.13
Revision Approved by General Manager: December 18, 2003
Salary Revised per Joint Equity Committee Effective 1/1/04