



Career Opportunity

Administrative and Government Affairs Specialist

Mission Springs Water District is currently accepting applications for an Administrative and Government Affairs Specialist.

Under general direction, performs a variety of governmental and administrative activities. Performs moderately complex and general administrative duties; plans, organizes, coordinates, recommends, and implements comprehensive legislative activities; meets with other government agencies and officials at a state, county and local level; monitors and tracks regulations and requirements; participates in representing the District on various matters; organizes and leads the completion and/or the implementation of projects including but not limited to financing districts, governance structures etc.; responsible for development and implementation of administrative functions; performs public outreach; and performs related duties as assigned.

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>

Salary Range

\$ 75,615.64	To	\$ 96,487.71	Annually
6,301.30	To	8,040.64	Monthly
36.35	To	46.39	Hourly

The starting hours will be:

Regular Hours

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. (9/80 work schedule).

The job description is attached or can be found on our website: <https://www.mswd.org>. This is a full-time, hourly, non-exempt, regular position with benefits.

Application Deadline: Friday, December 21, 2018.

