



# SIERRA NEVADA CONSERVANCY

## JOB OPPORTUNITY

### ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

Salary: \$4,255.00 - \$5,172.00

**FINAL FILING EXTENDED: FRIDAY - MARCH 16, 2007**

#### Job Description:

The reporting location for this position is at the Sierra Nevada Conservancy (SNC) Headquarters Office in Auburn, California. This position will work under the direction of the Administrative Chief and will provide support to the Program Manager of the SNC as directed. The incumbent will be responsible for providing technical and administrative support coordination in a wide variety of functional areas. A copy of the complete Associate Governmental Program Analyst Duty Statement is posted on Sierra Nevada Conservancy's website at [www.sierranevada.ca.gov](http://www.sierranevada.ca.gov). State housing is not available. For further information regarding this position, please contact Eileen Pope at (530) 823-4668.

#### Additional Information:

Working Title	Position Number
Technical & Administrative Support Coordinator	549 - 001 - 5393 - 002
Office Location	County
Auburn, CA	PLACER
Timebase	Tenure
Full Time	Permanent
Final Filing Date:	Department Link:
<b>FRIDAY - - MARCH 16, 2007</b>	<a href="http://www.parks.ca.gov">www.parks.ca.gov</a>
	<a href="http://www.sierranevada.ca.gov">www.sierranevada.ca.gov</a>
	<a href="http://www.spb.ca.gov/Employment/wvpos_index.html">www.spb.ca.gov/Employment/wvpos_index.html</a>
MUST Send Application to:	Note
Dept. of Parks & Recreation Certification Unit PO Box 942896 Sacramento 94296-0001	The Dept. of Parks & Recreation provides Human Resource support for the Sierra Nevada Conservancy.

**POSITION TITLE: TECHNICAL & ADMINISTRATIVE SUPPORT COORDINATOR**

**POSITION CLASSIFICATION: ASSOCIATE GOVERNMENTAL  
PROGRAM ANALYST**

**DUTY STATEMENT**

The reporting location for the Associate Governmental Program Analyst (AGPA) position is at the Sierra Nevada Conservancy (SNC) Headquarters Office located in Auburn, CA. The Sierra Nevada Conservancy's (SNC) Associate Governmental Program Analyst (AGPA) will be responsible for providing technical & administrative support coordination in a wide variety of functional areas. The candidate will report directly to the Administrative Chief and will also provide support to the Program Manager of the SNC as directed.

**The incumbent's duties and responsibilities include:**

**35% CONTRACTS-INTERAGENCY-AGREEMENTS**

- Develop, design, implement, administer, and monitor the SNC process for Contracts, Interagency, and General Agreements.
- Monitor the process to ensure documents are proceeding adequately through the review process
- Act as primary contact for contracts, agreements, etc. Correspond with contractors and partners of the agency as necessary.
- Monitor the progress of contracted services both programmatically and fiscally to ensure the contractor is performing as agreement requires.

**35% PROGRAM IMPLEMENTATION**

As directed, candidate could be assigned tasks such as the following:

- Perform research projects in various disciplines
- Provide administrative and program support to Area Offices
- Develop and maintain various lists such as research opportunities.
- Maintain regional resource materials files

**30% GENERAL ADMINISTRATIVE SUPPORT**

As directed, candidate could be assigned tasks such as the following:

- Collaborate with other State Departments in a variety of functional areas.
- Assist in the development and drafting of desk procedures.
- Provide input for the development of the department computer systems
- Assist in the development and coordination of a departmental training plan.
- Assist in the development and implementation of departmental exams

**DESIRABLE QUALIFICATIONS**

- Broad range of various experiences will be important.
- Strong organizational skills & ability to perform numerous functions simultaneously.
- Significant experience working with a variety of governmental agencies.
- Ability to communicate clearly and concisely both verbally and in writing.
- Knowledge of and experience in, State Contracting Procedures
- Competent in Computer programs, including Microsoft Office Suite with emphasis on Word, Excel, Outlook, and PowerPoint. Experience in Access, Adobe Acrobat, and GIS software would be desirable.

*Mission Statement*

*The Sierra Nevada Conservancy initiates, encourages, and supports efforts that improve the environmental, economic, and social well-being of the Sierra Nevada Region, its communities and the citizens of California.*