



## Join Our Team as a Staff Analyst

### *Hiring Range DOQ*

Staff Analyst I: \$67,596 - \$82,188

Staff Analyst II: \$77,772 - \$94,536

Apply now: <https://www.fresnofloodcontrol.org/employment-opportunities/>

### About the Opportunity

We are seeking a detail-oriented and highly organized Staff Analyst to support the creation, review, and management of District agreements in our Engineering Services/Agreements Department. This role is ideal for someone who thrives in a fast-paced environment, communicates clearly and produces clear and effective written communication, and can independently manage and track large volumes of information.

### What You'll Do

- Draft, review, coordinate, and track agreements from initial development through execution.
- Support District programs by reviewing and analyzing documents, technical information, and communications.
- Coordinate with public, local agencies, consultants, developers, and legal counsel; serve as the primary point of contact for agreement-related inquiries.
- Prepare clear, accurate memoranda, reports, and correspondence for management, the Board of Directors, partner agencies, and the public.
- Monitor and enter payments and obligations related to agreement terms.

### Who You Are

- Exceptionally organized with strong follow-through and time-management skills.
- A clear and professional communicator who remains calm and objective.
- Someone who values transparency, accountability, integrity, and teamwork.
- Experienced in coordinating with public, local agencies, consultants, developers, and community partners.
- A self-starter with sound judgment and the ability to manage multiple priorities.
- Proficient with Microsoft Office products.
- Skilled in reading, interpreting, and analyzing legal documents, technical reports, drawings, and engineering materials is a plus.

### Education and Experience

- You have a Bachelor's degree in Business, Public Administration, or a related field (*verified during the background process*), and
  - Staff Analyst I: one year of general experience in a related field.



- Staff Analyst II: three years of increasingly responsible experience, including two years equivalent to Staff Analyst I.

### **What You'll Appreciate Working Here**

- A supportive, mission-driven team.
- The opportunity to contribute to work that benefits the community.

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### **First Review of Applications:** July 24, 2026

*This advertisement is not an offer of employment. Must pass a post-offer drug screen and background check prior to employment. Employees must present identification and the legal right to work in the U.S. Employees must take the "Disaster Service Workers" oath.*

*Equal Employment Opportunity Employer*