



KENT CONSERVATION DISTRICT

1679 SOUTH DUPONT HIGHWAY • DOVER, DELAWARE 19901 • (302) 608-5370 • WWW.KENTCD.ORG

EMPLOYMENT OPPORTUNITY MANAGEMENT ANALYST III

LOCATION: Richards and Robbins Building
89 Kings Highway
Dover, DE

Deadline: Until Filled

Salary: \$57,481.25/year

This is not a State of Delaware merit position. This is a contractual position with the opportunity to work long term.

The Kent Conservation District, a governmental subdivision of the State of Delaware, is seeking applicants for the contractual services position of Management Analyst III with the Delaware Department of Natural Resources and Environmental Control (DNREC), Division of Fish and Wildlife.

This position will work within the Outreach, Licensing and Grants Management Section and will provide contract and procurement support for the entire Division of Fish and Wildlife including management of over \$14.3 million in annual operations. This position will assist with developing and ensuring accuracy of all procurement documents including contracts, purchase orders, and change orders/amendments, and will monitor contracts for compliance and completion. This position will also assist with developing and monitoring all financial subawards with project partners and will assist with developing budgets and budget reports for the Division. This position will have physical office space in the Division headquarters in Dover.

JOB DUTIES:

- Assists Division staff with developing and insuring compliance for public works and professional services contracts.
- Develops procurement documents including Procurement Summary Forms and Critical Need Statements.
- Monitors contract status to ensure timely completion and develops amendments and extensions as necessary.
- Develops and oversees all financial subawards issued to non-governmental partners.
- Prepares budget documents and reports to support the Division's capital and non-capital construction and restoration projects.

QUALIFICATIONS:

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Three years' experience in procurement services which includes purchasing goods and services in accordance with procurement procedures and contract specifications.
2. Three years' experience in contract management and control which includes ensuring compliance with terms of contracts; negotiating changes to existing contracts.
3. Three years' experience in interpreting laws, rules, regulations, standards, policies, and procedures.
4. Six months experience in researching, analyzing, and writing bid specifications.
5. Knowledge of developing policies or procedures.
6. Knowledge of staff supervision acquired through course work, academic training, training provided through an employer, or performing as a lead worker overseeing the work of others; OR supervising staff which may include planning, assigning, reviewing, and evaluating the work of others; OR supervising through subordinate supervisors a group of professional, technical, and clerical employees.

CONDITIONS OF EMPLOYMENT:

1. Applicants must be legally authorized to work in the United States. The Kent Conservation District does not provide sponsorship for holders of H1-B Visas.
2. Direct Deposit of paychecks is required of all new employees.

BENEFITS:

The Kent Conservation District offers a comprehensive benefit package including: 37.5 hour work week with flexible scheduling options, 15 paid vacation days the first year, 9 paid holidays a year, and 15 paid sick leave days per year. Pension and health insurance are also included in the benefits package.

The Kent Conservation District is an Equal Opportunity Employer

TO APPLY, PLEASE EMAIL BOTH YOUR RESUME AND KCD APPLICATION ([PDF](#) or [MSWORD](#)) TO: (The KCD Application may also be downloaded from the KCD Employment Opportunities website) Patricia.Risher@delaware.gov

FOR MORE INFORMATION, PLEASE CONTACT

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DNREC Fiscal Management
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