

# EMPLOYMENT OPPORTUNITIES

## MANAGEMENT ANALYST III

**LOCATION:** 394 Luken Drive  
New Castle, DE 19720

**SALARY:** \$57,481.25  
**DEADLINE:** UNTIL FILLED

NEW CASTLE CONSERVATION DISTRICT – NEW CASTLE, DE

***This is not a merit position. This is a contractual position with the opportunity to work long term.***

### **JOB DESCRIPTION:**

The Delaware Department of Natural Resources and Environmental Control (DNREC) in conjunction with the Division of Waste and Hazardous Substances has an opening for a Management Analyst III.

This position is responsible for the oversight of multi-million -dollar budgets. This position will focus on continuous improvement and will work on projects that involve advancing process efficiency, policy, procedure, and cross-program initiatives. Additional duties include, but not limited to, performing Ability to Pay analysis, and tracking of administrative purchase orders, grant administration, state contracts, accounts payable/receivable and budget reconciliation.

### **QUALIFICATIONS:**

1. Three years' experience in conducting studies which includes evaluating operations, programs, services, policies, and procedures to determine efficiency, effectiveness, whether goals and objectives are met and compliance with laws, rules, regulations, policies, and procedures.
2. Three years' experience in descriptive statistics such as the mean, median, mode or standard deviation.
3. Three years' experience in interpreting laws, rules, regulations, standards, policies, and procedures.
4. Six months experience in designing studies which includes determining study goals and objectives, information needed, data sources, sampling, and collection methods.

5. Six months experience in making recommendations for continuation or changes to operations, programs, services, policies, or procedures based on findings.
6. Six months experience in narrative report writing.
7. Knowledge of inferential statistics such as correlation, t-tests, f-tests, or analysis of variance.
8. Applicants must be legally authorized to work in the United States. The New Castle Conservation District does not provide sponsorship for holders of H-1B Visas.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of the principles, practices and theory of organization and management in the public sector.
- Knowledge of the laws and regulations governing a division or department and their impact on management goals and objectives.
- Knowledge of budget analysis and administration.
- Knowledge of data management software and automated management systems.
- Skill in the analysis of managerial systems.
- Ability to plan, assign, review, and evaluate the work of subordinate staff.

**BENEFITS:**

The New Castle 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. 401(k), health and dental insurance are also included in the benefits package. Direct deposit of paychecks will be required as a condition of employment for new employees.