



# KENT CONSERVATION DISTRICT

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

## EMPLOYMENT OPPORTUNITY

### MANAGEMENT ANALYST III

**LOCATION:** DNREC – Division of Watershed Stewardship  
Richardson & Robbins Building  
89 Kings Highway  
Dover, DE 19901

**Deadline:** Until Filled

**Salary:** \$58,631.30/year

***This is not a State of Delaware merit position. It 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 a Management Analyst III position for contractual services with the Delaware Department of Natural Resources and Environmental Control (DNREC), Natural Resources Police.

This position involves developing, monitoring, and reporting on budgets related to operations of the three sections within Natural Resources Police, ensuring alignment with the Division's overall priorities. Responsibilities include providing detailed financial oversight for grant funding and procurement, contractual services with third parties and analysis of spending, and providing reports to leadership as requested.

#### 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.

#### 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.

#### 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) [jamie.l.willey@delaware.gov](mailto:jamie.l.willey@delaware.gov)

**FOR MORE INFORMATION, PLEASE CONTACT**

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