



**Barton Springs  
Edwards Aquifer**  
CONSERVATION DISTRICT

**EMPLOYMENT OPPORTUNITY**

<b>POSITION:</b>	Data Analyst 5 days/40 hours per week
<b>COMPENSATION:</b>	\$65,000 - \$79,000 annual salary depending on experience and education
<b>BENEFITS:</b>	Competitive health, dental, and vision insurance, life insurance, retirement plan, and paid leave
<b>POSTING DATE:</b>	July 18, 2024
<b>CLOSING DATE:</b>	Open until filled.

**JOB SUMMARY**

The Barton Springs-Edwards Aquifer Conservation District (District) is a groundwater conservation district (GCD) with jurisdictional area including parts of Travis, Hays, and Caldwell counties. You can learn more about the organization at [www.bseacd.org](http://www.bseacd.org). The Data Analyst supports the District's General Manager (GM) and other staff including the Regulatory Compliance and Aquifer Science teams. Duties include, but are not limited to, spatial analysis (i.e., GIS) and/or statistical analysis taking advantage of the District's datasets and advanced database. Other duties include managing projects associated with the District's Trinity Sustainable Yield project and/or other projects as assigned by the GM. This position requires an understanding of and experience with spatial and/or statistical analysis and competency with related software, along with demonstrated experience with answering policy-relevant questions. The position receives supervision and guidance from and reports to the GM.

**ESSENTIAL JOB FUNCTIONS**

Within the primary areas of responsibility, the Data Analyst is responsible for the following essential functions:

- Applying expertise in a collaborative team environment that seeks to answer policy-relevant questions from information generated by data analysis,
- Asking questions of the District's and other datasets to support the District's Trinity Sustainable Yield project,
- Supporting the regulatory, science, and communications components of the District's mission by using the new database and providing analyses and maps related to permittees, exempt wells, and new permit applications,
- Supporting the General Manager with other projects as needed,
- Possess both genuine interest and have experience in water resource policy, planning, or management, and
- Collaborating with the GM and staff to produce memorandums, reports, and other documents communicating findings of data analyses and implications from an environmental and policy perspective,

**ADDITIONAL JOB FUNCTIONS**

- Conduct research based on the needs of specific projects or inquiries,
- Collaborate on groundwater policy development and legislative bill analysis; represent the District with the Texas Association of Groundwater Districts and Texas Water Conservation

Association as needed,

- Assist the GM in response to priority environmental issues,
- Develop an understanding of District Rules to synthesize their application,
- Support strategic planning efforts as appropriate,
- Assist GM in regional/joint planning coordination within GMA 10, and
- Engage in professional development to maintain/grow core competencies.

#### **MINIMUM JOB QUALIFICATIONS**

- A Master's degree (MS) in Geography, Environmental Science/Studies, Geology, or closely related discipline, and five years of related work experience or a Bachelor's (BS/BA) degree and seven years related work experience,
- Knowledge, understanding, and application of GIS software (i.e., ESRI ArcGIS) for geospatial analysis and map making and/or other analytical technique (e.g., statistical analysis using Stata, SAS, or similar software),
- Demonstrated experience with project management including related application software or willingness to learn,
- Must be highly motivated, energetic, deadline-oriented, and able to handle multiple priorities,
- Must be a self-starter, possess an ability to work independently as well as in a team environment, and
- Must possess a valid Texas driver's license or obtain one within 30 days of employment.

#### **JOB KNOWLEDGE, SKILLS, & ABILITIES**

The applicant for this position must possess:

- Experience and skill with Microsoft Office 365, Adobe Acrobat, and analytical application software specific to the position,
- Organizational and problem-solving skills,
- Oral and writing skills for both technical and nontechnical audiences,
- A collegial and collaborative work ethic, and
- The ability to exercise independent judgment but know when to seek input.

#### **PHYSICAL REQUIREMENTS**

This job is performed primarily in an office environment, but the Data Analyst must also be able to work outside in all weather conditions and occasionally carry equipment in excess of 40 lbs.

#### **APPLY**

The District is an equal-opportunity employer. All qualified and interested candidates should submit a complete application package, including:

- a.) their resume,
- b.) a one-page cover letter describing in narrative form how they are best qualified for this position, and
- c.) contact information for three professional references.

This information can be submitted via email to [bseacd@bseacd.org](mailto:bseacd@bseacd.org) with **Data Analyst** in the subject line or delivered by mail to:

Barton Springs/Edwards Aquifer Conservation District  
Attn: Hannah Riggs, Office Manager  
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Austin, Texas 78748  
512.282.8441