



# JOB POSTING

## REGULATORY COORDINATOR / ANALYST

LAKE HEMET MUNICIPAL WATER DISTRICT

APPLY  
NOW

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**JOB TITLE:** Regulatory Coordinator / Analyst      **Position Type:** Full-Time / Regular

**DIVISION:** General Manager's Office

**SALARY RANGE:** Range 19.5: \$50.12 - \$67.16 Hourly; \$8,688.00 - \$11,641.00 Monthly

**OPENING DATE:** Thursday, May 29, 2025

**CLOSING: (Date / Time)** Thursday, June 12, 2025, at 5:00 PM

[CLICK HERE TO VIEW BENEFITS](#)

The Lake Hemet Municipal Water District is seeking a skilled, motivated, and detailed-oriented Regulatory Coordinator / Analyst to provide high-level support across a range of critical administrative and regulatory functions.

The ideal candidate will be a highly skilled communicator and strategist with exceptional judgment who brings a passion for public service and government integrity, with demonstrated experience working with diverse and high-performing teams, and a proven ability to implement effective strategies that drive organizational goals.

### **CLASS DEFINITION:**

To provide highly skilled and responsible secretarial and administrative support to the District's General Manager, the executive management team and the Board of Directors; to serve as official Clerk of the District, posting time and location of Board meetings in compliance with the requirements of the Brown Act, transcribing, typing and posting approved meeting minutes, conducts all municipal elections, and makes District records available to auditors, the public and other interested parties upon request and as appropriate under the California Public Records Act (CPRA); supports the District's management staff with clerical support, special projects, and regulatory compliance reporting; to assist with customer service inquiries requiring a thorough knowledge of District programs, services, policies and procedures; and to perform related duties as required.

### **SUPERVISION RECEIVED:**

Receives minimal supervision from the General Manager within a framework of broad District policies and procedures.

### **SUPERVISION EXERCISED:**

Incumbents in this classification do not exercise direct supervisory authority; however, incumbents may be responsible for providing functional guidance and/or training to other staff members regarding procedures, processes, or assigned tasks.

## **EXAMPLE OF ESSENTIAL JOB FUNCTIONS:**

Responsibilities and duties include, but are not limited to the following:

- Serve as receptionist for the General Manager and members of the management team; take, direct and/or respond to calls; screen inquiries; take messages; schedule appointments and answer questions requiring a thorough knowledge of District policies and procedures.
- Type a variety of forms, schedules, reports, lists, general correspondence, reports, charts, graphs, and statistics.
- Compose routine and non-routine correspondence requiring use of independence and judgment based upon knowledge of the functions and operations of the office; coordinate flow of correspondence and other materials; process confidential information.
- Compile and analyze information from a variety of narrative and statistical reports; locate sources of information; determine proper format for finished report; prepare reports from conducted research.
- Relieve General Manager of administrative details, such as arranging meetings, contacting others to obtain or relay information; compiling information; planning itineraries and making travel arrangements; and interpreting policies, rules and practices for other District employees, the public and other jurisdictions.
- Develop Board agendas by compiling issues pending for further input, review and discussion and gathering information from members of the executive team; publicly post time and location of Board meetings in compliance with the Brown Act.
- Attend Board and other meetings; take and transcribe meeting minutes using discretion as to content; publicize Board minutes, once approved, for public distribution.
- Coordinate the signing of accounts payable checks by the General Manager or a Board Member and co-sign checks to authorize distribution.
- Develop electronic and paper filing systems for record storage and retrieval; maintain District inventory records for insurance purposes.
- Coordinate District General Elections and Special Elections as required, hearings, ballots, ordinances, and resolutions.
- Coordinate with District Counsel regarding laws, forms, procedures, and document review.
- Track and meet deadlines for a variety of purposes including notices, agendas, reports, training and other commitments.
- Oversees records management and coordinates District records-management projects, including records retention and storage, and the development of processes and procedures.
- Provides support to management staff with special projects and programs, reports, research assistance and other support as needed.

## **EXAMPLES OF NON-ESSENTIAL JOB FUNCTIONS:**

- Assist other positions or work units with a variety of support assignments or special projects on an as needed basis.
- Serve as Notary for the District and staff.
- Perform other job-related duties as required.

## **EMPLOYMENT STANDARDS:**

### **Education and Experience Guidelines:**

#### **Education:**

Bachelor's degree from an accredited university with major coursework in business or public administration.

#### **Experience:**

At least three (3) years of administrative experience, including one (1) year of professional experience in a public agency setting with responsibility for noticing meetings, preparing agendas and meeting minutes in compliance with legal requirements.

Desirable, one (1) year of professional experience performing high-level administrative duties in a legislative body such as, City Council, Special District, Joint Power Authority, or other publicly appointed Committee or Commission.

#### **Knowledge of:**

- Comprehensive knowledge of business English grammar, spelling, punctuation, and syntax.
- Principles and methods of business correspondence.
- Business telephone etiquette.
- General operation and practices of an administrative office.
- Business math.
- Modern supervisory practices and principles.
- Record keeping methods.
- Personal computers and various software applications.
- District programs, services, policies and procedures.
- Laws regarding public meetings, elections, records, and reports.

#### **Ability to:**

- Exercise discretion and maintain confidentiality.
- Represent the District using good judgment, tact, poise and diplomacy.
- Communicate clearly and concisely, both orally and in writing.
- Read, understand and apply complex materials.
- Proofread and detect errors in typing, spelling, grammar, syntax and punctuation.
- Maintain and modify filing systems.
- Independently plan and organize work to meet deadlines.
- Plan and carry-out difficult administrative and secretarial assignments.
- Select, supervise, train and evaluate staff.
- Establish and maintain effective professional and confidential relationships established in the course of work.
- Operate a personal computer and other standard office equipment.
- Perform essential duties of the job without causing harm to self or others.

### **Licenses/Certifications Required:**

- Possession of a valid class C California Driver's license and a satisfactory driving record.
- Possession of a Notary Public commission from the state of California at or within 120 days of hire.

## **WORKING CONDITIONS:**

### **Environmental Conditions:**

Essential duties of this position are performed in a controlled temperature, dynamic office environment. Incumbent works closely with District management, staff, and counsel, the Board of Directors, individuals conducting business with the District and members of the general public in the performance of assigned duties and responsibilities.

**Physical Conditions:**

Work is performed in an environment of frequent interruptions requiring maintenance of attention to detail. Essential duties of the job necessitate prolonged periods of sitting in meetings and while viewing data on a CRT screen; requires finger and hand dexterity for extensive use of a personal computer, typewriter, telephone, and other office equipment; and requires the ability to read and communicate effectively with others; to reach, push, pull and grasp files and folders and other items and to stand and walk on a daily basis.

**OTHER:**

**FLSA STATUS:** Exempt

**UNIT DESIGNATION:** Confidential Administrative

**SELECTION PROCESS:**

Complete applications will be reviewed, and the most qualified candidates will be invited to continue in the selection process. The selection process will include an oral board interview for a thorough evaluation of job-related qualifications. Candidates who successfully complete the selection process will be placed on an eligibility list. Selection to this classification will be made from the eligible list.

**Note:** The above statements are intended to describe the general nature and level of work being performed by persons assigned to the job. They are not intended to be an inclusive list of all duties, responsibilities and skills required of incumbents. In accordance with the Americans with Disability Act, reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential job functions.

CANDIDATES WHO REQUIRE REASONABLE ACCOMMODATION(S) SHOULD STATE THEIR NEEDS IN WRITING WHEN SUBMITTING AN APPLICATION.

THE TERMS IN THIS POSTING DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT. ANY CONDITION CONTAINED IN THIS POSTING MAY BE MODIFIED OR REVOKED WITHOUT NOTICE.

**EMPLOYMENT APPLICATION CAN BE FOUND AT LINK BELOW, OR SCAN TO ACCESS APPLICATION**

[https://www.lhmwd.org/files/Application%20Template%20\(Final\).pdf](https://www.lhmwd.org/files/Application%20Template%20(Final).pdf)

**To submit your application:**

You can email your completed application and associated materials to Jorge Torres, at [Jtorres@lhmwd.org](mailto:Jtorres@lhmwd.org), or you may personally deliver your documents at the Human Resources office, at:

Attn. Human Resources Department  
26385 Fairview Ave  
Hemet, CA 92544-0039

**Complete application must be submitted by Thursday, June 12, 2025, at 5:00 PM to be considered.**

## **APPOINTMENT**

Any candidate selected by the appointing department will be required to pass a pre-employment medical exam administered by a District-selected physician before hire. Employment is also contingent upon the completion of a satisfactory background check. If the background check reveals disqualifying information, or if any information was knowingly withheld or falsified, the offer of employment will be rescinded.