



Assistant/Associate Analyst (Cross Connection Coordinator)

Outstanding Employment Opportunity

Assistant/Associate Analyst (Cross Connection Control Coordinator)

POSITION HIGHLIGHTS

1. Work in a dynamic environment with a great team of public works professionals working toward meaningful City goals
2. Play a key role in managing Lead efforts to implement changes and overcome challenges to meet new requirements

DESCRIPTION

The City of Thousand Oaks has an excellent opportunity for a motivated team player to provide analytical, technical assistance, planning, and project-level support to administer and enforce the City's Cross Connection Control Program. Additional responsibilities may include assistance with regulation tracking and reporting, and provide a variety of other programmatic support related to the City's drinking water and pretreatment (wastewater) programs.

Under the direction of the Water Quality Supervisor in the Environmental Compliance Division, the Assistant/Associate Environmental Compliance Analyst (Analyst) plays a critical role in protecting the City's drinking water supply.

This position is primarily responsible for developing and administering the City's Cross Connection Control Program while ensuring compliance with all applicable federal, state, and local regulations.

We are seeking a collaborative self-starter to handle a range of responsibilities with competence and professionalism. The Analyst should demonstrate discretion and independent judgment, possess strong organizational skills, and have a proven ability to meet strict deadlines. The role requires handling sensitive issues with care and having excellent communication and interpersonal skills while working with the public, regulators, other City departments and other municipal agencies.

PRIMARY RESPONSIBILITIES

- Implementing the City's Cross Connection Control program and assist with the day-to-day operations and activities of the Environmental Compliance Division
- Conduct Cross Connection Control program field inspections of commercial, industrial, and residential facilities for Hazard Assessments
- Maintain, review and update related databases
- Review construction and plumbing plans for compliance; identify potential contamination risks
- Enforce corrective actions with residents, business owners, and stakeholders
- Analyze and provide recommendations for updates to program-related municipal code
- Serve as a liaison to regulatory agencies and internal departments
- Keep current with evolving regulations and industry best practices
- Prepare and present technical staff reports for the Public Works Department, City Council, and other stakeholders
- Analyze and interpret data to determine operational needs, identify solutions to address problems, and provide recommendations
- Provide administrative and technical support to the Environmental Compliance Division related to Drinking Water and Wastewater Pre-Treatment programs
- Inspect and certify backflow prevention devices



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IDEAL CANDIDATE

The ideal candidate should possess:

- A valid Cross Connection Control Specialist Certificate (recognized by the State of California) or the ability to attain within one year of employment
- A valid Backflow Tester Certificate (recognized by the State of California) or the ability to attain within one year of employment
- Excellent interpersonal skills and demonstrated ability to work in a team-oriented environment
- Excellent data management and analysis skills using MS Office applications, including Excel, Access, PowerPoint and others
- Demonstrated ability to produce excellent, detail-oriented results and meet deadlines while working autonomously on multiple tasks with frequent interruptions
- Ability to identify alternative solutions, consequences or proposed actions, and implement recommendations in support of established goals
- A valid class C California driver's license is required

Additional desirable qualifications include:

- Proficiency in Microsoft applications, GIS and experience using third-party software platforms for compliance tracking, reporting and/or related applications

Recruitment Timeline

Recruitment Open.....August 14, 2025
First Review of Applications.....September 4, 2025

- State Water Resources Control Board Water Distribution Operator Certification Grade 1 or higher
- State Water Resources Control Board Water Treatment Operator Certification Grade 1 or higher
- California Water Environment Association (CWEA) Environmental Compliance Inspector Grade 1 or higher

support experience, including a minimum of one year in research, administrative, or analytical roles. Experience with project coordination in a municipal government setting is highly desirable.

CORE COMPETENCIES

- Customer Focused
- Effective Communicator
- Planner and Organizer
- Problem Solver and Decision Maker
- Results Oriented
- Strategic Thinker
- Technically Knowledgeable

EDUCATION

A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a related field. Coursework in environmental science is highly desirable.

SALARY

\$80,594 - \$133,442 annually

EXPERIENCE

At least two years of responsible administrative and/or programmatic



We're looking for you.

The City of Thousand Oaks is proud to be an Equal Opportunity Employer and welcomes applications from all qualified applicants!

Additional information about the City is available at our website: www.toaks.gov.