



MANAGEMENT ANALYST

APPLICATION FILING PERIOD: **August 15, 2017—September 12, 2017**

Please apply online through www.calopps.org. You may also visit our city website: www.cityofalhambra.org.

SALARY RANGE/BENEFITS: \$5,714 —\$7,438 per month

Effective January 1, 2013, new members to CalPERS or an agency with CalPERS' reciprocity will be subject to the provisions of the Public Employees' Pension Reform Act of 2013 (PEPRA) and will receive 2% @ 62 benefit formula under which the employee pays 6.25% as a contribution to the PEPRA plan. Employees who are current members of CalPERS or an agency with CalPERS' reciprocity, or who have less than a six month break in service between employment in a CalPERS (or reciprocal) agency will be enrolled in the 2.7% @ 55 benefit formula under which the employee pays 8% of the employee contribution to PERS. The City offers a Section 125 cafeteria benefit plan. The City does not participate in the Social Security System. City paid leave time (sick, vacation and holiday) available in accordance with City policies.

POSITION:

Under general supervision of the Assistant City Manager, the Management Analyst performs analytical, technical and administrative work; conducts studies and research projects; prepares reports for submission to the City Council and Commissions; participates in special projects; administers federal, state, and local grants; utilizes various media to communicate with the public and other concerned parties; provides contract oversight; and performs related work as required.

DUTIES:

Duties may include, but are not limited to the following: may assist in the development of the Management Services Department and City Council Budgets; may assist in the administration of the City's Community Development Block Grant (CDBG) Program, including compiling the Consolidated Plan, Annual Action Plan, and Consolidated Annual Performance Evaluation Report (CAPER) ensuring adherence to federal regulations; may serve as Committee Secretary to the HCDA Citizen Advisory Committee; may oversee homeless funding and programs, including coordinating participation in the Greater Los Angeles Homeless Count; may develop, implement and coordinate a comprehensive Marketing and Communications program for the City, which identifies audiences, messages, communication tools and evaluation measures; may prepare and disseminate a wide variety of public information regarding City business, including news releases, public service announcements, brochures, newsletters, special presentation, information on City services and related materials; may serve as staff liaison to the Coordinating Council; may prepare and maintain the City's web site and cable channel; may manage and negotiate the cable channel contract and administer the regulation of basic tier cable rates in accordance with the 1992 Cable Act; may coordinate and participate in taking and developing photographs for presentations and special events; may serve as the City's graphics and printing consultant to other divisions and departments; may advise departments on the design and layout of informational materials; may review and edit camera-ready copy for printing; may coordinate printing services for public information materials; may develop and maintain special multi-media presentations as required including slide shows, displays, and photographic exhibits; may stay informed of new trends and innovations in the field of communications; may oversee Building Maintenance to ensure a clean, safe, and energy efficient functioning City Hall, Library, and Police Station; may research and evaluate new and innovative technology, products and programs that assist the public economically and philosophically to incorporate eco-friendly options and embrace green practices in daily life; may make recommendations regarding new or existing policies and regulations to promote sustainability; may serve as Secretary to the Environmental Committee; may plan, implement, and monitor all municipal solid waste management programs and commercial solid waste management programs; may ensure the City's compliance with the diversion and reporting requirements of the California Integrated Waste Management Act (AB939) and related legislation; may represent the Assistant City Manager or City Manager at meetings involving city departments, other governmental agencies, and/or citizen groups; carries out special studies and projects for the Assistant City Manager, City Manager and/or City Council; prepares informational presentations and makes oral presentations to the City Council, commissions, and/or special groups; prepares correspondence; conducts research and assists with problems in areas which are confidential in nature; deals tactfully and effectively with others in controversial and/or conflict situations; may be required to attend evening and/or weekend meetings; and performs other duties as assigned.

QUALIFICATION GUIDELINES:

Education and Experience: Graduation from an accredited four-year college or university with a Bachelor's Degree in Public Administration, Business Administration, or closely related field with a minimum of two (2) years experience in administrative and/or technical work, conducting administrative research studies, assisting in the implementation of programs, contract oversight, or grant administration in local government. A Master's Degree in a related field is desirable.

For the Management Analyst appointed after October 1, 2017, CDBG Experience is required.

Knowledge of: City government organization, services and functions of municipal government; principles and methods of research and statistics; pertinent federal, state and local laws, codes and regulations; public finance and budgeting; federal, state and local housing laws and policies; Community Development Block Grant (CDBG) and HOME programs including plan preparation; HUD's Integrated Disbursement Information System (IDIS); principles, procedures and regulations governing low/moderate housing programs; government land use; techniques and methods used in development and evaluation of communications; principles and practices of graphic design, layout and production, fundamentals of photography, video-photography and cable-casting; personal computer operation: software applications including graphics and desktop publishing systems; web page functions, word processing and spreadsheet programs.

Ability to: Conduct research related to a variety of administrative issues; manage and negotiate contracts; design and manage federal grant programs and projects; interpret and explain state and federal housing regulations; develop, organize and coordinate a communication program; gather and verify information through interview, observation and research; advise on most effective techniques of information dissemination; prepare and present a variety of communications materials; write and edit news releases; prepare flyers and reports; prepare and give presentations; conduct research and prepare viable recommendations for action, related to a variety of administrative issues, some of which may be confidential in nature; edit materials for proper punctuation and grammar; communicate effectively, both orally and in writing; operate a personal computer and applicable software including graphics and desktop publishing systems; perform multiple projects with constant time limitations; deal tactfully and effectively with others in controversial or conflict situations; maintain effective working relationships with co-workers, officials and the general public.

REQUIRED LICENSES:

Possession of a valid California driver's license is required.

SELECTION PROCESS:

Applicants must complete an application online through www.calopps.org prior to the final filing date. Applications will be screened for qualifications appropriate background and only the most qualified will be invited to participate in the examination process. Successful candidates must achieve a minimum passing score in each of the test components. Applicants will be notified by e-mail as to the test date, time and location. **The examination process will include an oral interview weighted at 100%.**

Candidates will be required to pass a City administered pre-employment physical and may be required to pass a thorough background investigation and polygraph examination as a part of the selection process. Candidates who do not pass will be disqualified and removed from the eligibility list.

ACCOMMODATION:

Applicants with legal disabilities who require special testing arrangements must contact the Human Resources Department at least five (5) business days prior to the examination date.

THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT AND ANY PROVISIONS CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVOKED WITHOUT NOTICE.