

The City of Lemon Grove

Invites Applications For:

Senior Management Analyst- City Manager's Office

Salary: \$80,346.24 - \$130,890.24 Annually

Benefits information can be found [here](#).

Opening date: September 2, 2026

Join Our Team as a Senior Management Analyst!

Are you a strategic thinker and problem-solver looking to make a tangible, lasting impact on a vibrant community? The City Manager's Office is seeking a dynamic Senior Management Analyst to step into a high-visibility, high-impact role at the heart of municipal operations.

Operating directly out of the City Manager's Office, you won't just support city operations—you will help shape them. In this pivotal position, you will lead the City's Risk Management program, spearhead high-profile special projects, oversee talented staff, manage departmental budgets, grants, and vendor contracts, and help craft grant opportunities.

Why Join the City Manager's Office?

- **Leadership visibility:** Work hand-in-hand directly with the City Manager, gaining exposure to high-level municipal governance, executive leadership, and strategic decision-making.
- **Broad Scope & Impact:** Take ownership of complex analytical assignments, manage critical risk and grant programs, and exercise a high degree of professional independence.
- **Purpose-Driven Culture:** Join a collaborative team dedicated to leading with integrity, respect, inclusivity, and professionalism while directly serving our community.

Ready to take the next big step in your local government career and drive meaningful change?

The City Manager serves as the City's chief administrative officer and is responsible for implementing the policies and programs established by the City Council and preparation of the annual budget, supervision of all City departments, and executive leadership for the City. The City Manager's Office includes citywide Communications, Human Resources, Grants Management, Risk Management, Governmental Relations, Economic Development,

Community Services, homeless services, and managing public safety services with the San Diego Sheriff's Department and Heartland Fire. The City Manager's Office is dedicated to leading and supporting staff while serving our community with integrity and respect with emphasis on inclusivity and professionalism.

The Ideal Candidate & Core Responsibilities

Are you ready to be the bridge between executive vision and community impact? We are looking for an adaptable, highly organized professional who thrives in a dynamic environment and enjoys collaborating with everyone from executive staff and department directors to community stakeholders and regional partners.

As a key public-facing representative and liaison for the City, you will bring political astuteness, sharp judgment, and exceptional communication skills to a high-visibility setting. This is your chance to gain a comprehensive, 360-degree view of local government management while driving key initiatives forward.

Key Focus Areas & Responsibilities

- **Project & Program Leadership:** Spearhead high-profile special projects, take operational authority over key services, and deliver compelling presentations to City officials and external stakeholders.
- **Financial & Risk Management:** Monitor, prepare, and administer the annual department budget, oversee insurance programs and liability claims, and manage grant applications and awards.
- **Communication & Policy:** Draft comprehensive staff reports, ordinances, and official correspondence, and analyze grant proposals (federal, state, and local) to provide vital policy recommendations.
- **Team Leadership:** Select, supervise, train, and evaluate Community Services staff, ensuring all work meets the highest standards of excellence and departmental goals.

Representative Duties

The journey of a Senior Management Analyst is multifaceted. While day-to-day tasks can evolve to meet the changing needs of the city, your core focus includes:

- **Strategic Planning:** Participate in developing and implementing goals, policies, and priorities for assigned service areas.

- **Operational Analysis:** Conduct organizational studies, monitor and evaluate service delivery effectiveness, and assume operational authority over key projects with a focus on continuous improvement within our organization.
- **Financial & Statistical Reporting:** Prepare and present complex administrative, financial, and technical reports that translate data into actionable forecasts, conclusions, and recommendations—including presenting directly to the City Council.
- **Contract & Grant Administration:** Oversee program grants, prepare related proposals, and monitor strict compliance with applicable contracts and agreements.
- **Community & Agency Liaison:** Represent the City to community groups, outside agencies, and professional organizations, responding professionally to citizen inquiries and building positive working relationships.
- **Staff Supervision:** Mentor, supervise, and evaluate team members to foster a culture of high performance and accountability.

For the complete job description, please go to the City of Lemon Grove's website at www.lemongrove.ca.gov.

Minimum Qualifications

Any combination of education and experience which demonstrates the ability to perform the duties of this classification. An example would be:

EDUCATION: A Bachelor's degree in Public Administration, Business Administration, Economics or related field; and,

EXPERIENCE:

Five (5) years of increasingly responsible administrative/analytical experience, preferably in a municipal government environment, including two (2) years in a supervisory capacity.

Education: A Bachelor's degree from an accredited college or university with major course work in Public or Business Administration, Business Management, or a closely related field.

License or Certificate: Possession of, or ability to obtain, a valid Class C California driver's license.

Public sector experience is highly desirable.

EVALUATION PROCESS:

This recruitment is open until filled, so interested applicants are encouraged to apply immediately. ***First review of applications may occur the week of September 28, 2026.*** Interested applicants must submit an online application and a completed supplemental questionnaire. Candidates whose qualifications most closely meet the needs of the city will be invited to participate in the examination process for this position which may consist of any or all of the following components: Appraisal interview, a written exercise, or a practical skills assessment.

SPECIAL REQUIREMENTS:

The applicant selected will be subject to a criminal history investigation through the California Department of Justice (DOJ) and a thorough background check.

City of Lemon Grove employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

SUPPLEMENTAL QUESTIONS (REQUIRED):

Please submit a separate Microsoft Word or PDF document with your name and answers to questions below via the following email: rhidalgo@lemongrove.ca.gov.

1. Do you have a bachelor's degree from an accredited college or university in Public Administration, Business Administration, Economics, or a related field? If related field, please specify what your degree is in. If no degree, please put "N/A".
2. Do you have five (5) years of increasingly responsible administrative/analytical experience, preferably in a municipal government environment, including two (2) years in a supervisory capacity? If yes, please describe your experience. If none, please put "N/A".
3. Although not required but highly desirable, do you have experience managing Risk Management, including insurance program administration and liability claims for a local government organization? If yes, please describe your experience. If none, please put "N/A".
4. Please describe your experience supervising full-time administrative, technical or clerical staff, including writing performance evaluations. Include the number of positions, their titles and length of time that you supervised these positions. If no experience, please put "N/A".

5. Please describe your experience developing, coordinating, and monitoring a departmental budget. If no experience, please put "N/A".

6. Although not required but highly desirable, describe your experience with federal, state and local grant opportunities. If no experience, please put "N/A".

7. Please tell us why you want to work for the City of Lemon Grove?