

**The City of Lemon Grove**

**Invites Applications For:**

**Senior Management Analyst- City Manager's Office**

Salary: \$78,043 - \$127,090 Annually

*Upcoming Scheduled Salary Increase of 3% Effective July 2026*

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

Opening date: June 23, 2026

The Senior Management Analyst position is within the City Manager's Office. This position reports to the City Manager and supports the City's Manager's Office by providing critical research, data analysis, management, and administrative support. The Senior Management Analyst will manage the City's Risk Management program, oversee staff and coordinate special projects as directed by the City Manager. This position also provides administrative and financial analysis including managing the City Manager's Office budget, select grants, and vendor contracts. An understanding of federal, state, and local grant opportunities is desired, but not required.

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.

Under the direction of the City Manager, this mid-management position performs a broad range of complex administrative, analytical and technical duties requiring a complete knowledge of departmental policies and procedures related to functions such as research, grants, management audit and analysis, project analysis and monitoring, and personnel and risk management. This class is distinguished from that of Management Analyst by the complexity of analytical assignments, consequence of error, responsibility to obtain objectives, greater independence with which an incumbent is expected to operate, and the direct supervision of administrative, technical and/or clerical staff.

## **Ideal Candidate**

The ideal candidate is organized, adaptable, and comfortable working with a wide range of duties and people, including executive staff, community stakeholders, and department directors, and regional organizational partners. This role requires strong judgment, excellent communication skills, and the ability to maintain professionalism in a high-visibility environment. This is an exciting opportunity for someone looking to expand their understanding of all facets of management of a local government organization within the City Manager's Office, getting exposure to a wide range of special projects and subject matters.

The role of a Senior Management Analyst in the City Manager's Office is a high-level, multifaceted position that assists with a variety of special projects to help support key City initiatives and programs. The position will be responsible for researching and compiling complex data, monitoring and preparing the annual department budget, managing Risk Management duties such as the City's insurance program and liability claims oversight, managing staff, drafting comprehensive staff reports and official correspondence on behalf of the City, preparing grant applications and managing select grant awards, planning special events, and delivering presentations to City officials and external stakeholders.

This position also acts as a key public-facing representative of the City, serving as a city liaison for various groups. The ideal candidate will demonstrate a high level of political astuteness and have the distinct ability to multitask and remain resourceful while juggling a diverse workload.

## **Representative Duties**

*The following duties are typical for the Senior Management Analyst classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Participate in the development and implementation of goals, objectives, policies, and priorities for assigned service areas, programs, and activities.
- Oversee assigned area of responsibility; demonstrate an understanding of applicable policies and procedures.
- Assume operational authority over projects, services, or administrative operations.

- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures.
- Oversee and participate in a variety of organizational and operational studies.
- Prepare and present comprehensive technical, administrative, and financial analytical and statistical reports that present and interpret data, identify alternatives, and present and justify conclusions, forecasts, and recommendations based on data summaries and other findings.
- Prepare reports, manuals, ordinances, supporting program documents and correspondence relating to departmental and interdepartmental operations, systems, and procedures; interpret rules and standards; monitor programs and compile project status reports.
- Prepare and monitor program grants and related proposals; monitor compliance with applicable contracts and/or agreements.
- Assist in budget development and administer assigned budgets as required.
- Represent the City to community groups, outside agencies, and professional organizations; respond to citizen inquiries and requests for information.
- Serve as liaison to and representative of assigned programmatic areas with other programs, divisions, departments and outside agencies and organizations.
- Prepare and present reports to the City Council.
- Analyze federal, state, and local legislative proposals for impact on assigned operations; provide legislative policy recommendations.
- Select, supervise, train, and evaluate staff; evaluate and review work for acceptability and conformance with Department's standards.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

*For the complete job description, please go to the City of Lemon Grove's website at [www.lemongrove.ca.gov](http://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 July 27, 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](mailto: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?