



City of Lemon Grove

Invites Applications for:

SR. MANAGEMENT ANALYST

\$6,056.51 - \$8,748.29 per month

The Position:

The City of Lemon Grove invites you to apply for the position of *Senior Management Analyst!*

The successful candidate will serve as a key partner of the Public Works Department leadership team and provide highly responsible and complex professional assistance to the Director of Public Works. In this role, you will be responsible for a diverse portfolio of assignments and projects involving program management, personnel matters, policy and procedure development, performing budgetary, financial, and analytical functions for the department, contract administration, and overseeing assigned operational projects, procedures, and programs. The ideal candidate will have a strong Public Works administration background in the areas of facilities, grounds/parks, street maintenance, wastewater collection/sewer, and capital improvement projects. This position fosters cooperative working relationships and assists in coordinating assigned activities with other City departments, intergovernmental and regulatory agencies, various public and private groups as well as individual customers.

When you come to Lemon Grove, you must have an open mind and not be afraid to take calculated risks in the spirit of innovation! The small number of City staff creates for a fast paced and dynamic environment, challenging you to become a better public servant and leader. You must have a leadership style that leads from the front while also demonstrating that you can actively participate as a great team member to support, teach, coach and mentor those around you. Know that you are joining a group of dedicated and motivated employees that want to raise the level of service to its community.

Examples of Important & Essential Duties (included but not limited to):

- Directly assists the Department Director by providing high-level staff assistance in developing goals and programs; regularly acts in the behalf of the department director with the business activities of the department and for an operational program.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned areas, programs, and activities.
- Identifies and communicates opportunities for process and quality improvements, providing feedback on suggested enhancements to workflows and procedures.

- Provides assistance to higher-level management staff; assists in resolving operational and administration issues; identifies issues and conducts research to find and implement alternative solutions.
- Manages and supervises highly complex, sensitive and high profile projects and programs.
- Develops and monitors the Public Works annual budgets, long-range budgets, and capital improvement programs for the overall department (engineering, facilities, grounds/parks, street maintenance, and wastewater collection/sewer), including tracking purchasing of capital items.
- Maintains departmental contracts and agreements; negotiates contract and agreement terms and conditions; prepares requests for proposals, contracts and other agreement documents.
- Researches, plans, and leads the coordination in procurement of grant funds; monitors compliance with applicable grant contract and/or awards.
- Performs analyses; writes staff reports; makes recommendations; makes presentations for the City Council, public workshops or regional meetings.
- Maintains accurate records and files; develops storage of records and retention schedules.
- Serves as a liaison with employees, public, and private organizations, community groups, and other organizations; provides information and assistance to the public regarding the assigned programs and services; receives and responds to complaints and questions relating to assigned area of responsibility; reviews problems and recommends corrective actions.
- May be assigned to supervise office support staff for the department. May direct and prioritize work assignments and projects to proper staff personnel. May monitor work levels, conduct performance evaluations, counsel staff on appropriate work strategies and methods.
- Reviews, recommends, and coordinates training for departmental personnel; and
- Performs other duties of a similar nature or level.

Knowledge Of:

Principles and practices of public administration and municipal government management; management and leadership principles; program development and administration principles and practices; applicable Local, State and Federal laws, rules, regulations, codes, and/or statutes; organizational and management practices as applied to analysis, evaluation, and development of programs, policies and procedures in assigned area of responsibility; program development and implementation principles; municipal financial management and budgeting principles; principals and methods of training and instruction; project management principles; public relations principles.

Skill In:

Prioritizing and assigning work; providing leadership; providing public relations; using computers and related software applications; managing projects; managing multiple priorities simultaneously; giving presentations and speaking in public; analyzing and developing policies and procedures; ensuring compliance with applicable Federal, State, and Local rules and regulations; interpreting and applying applicable laws, rules, and regulations; analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals; preparing

and administering budgets; planning, analyzing, and evaluating programs and services, operational needs, and fiscal constraints; delegating work; monitoring and evaluating employees communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Minimum Qualifications:

This position requires a Bachelor's degree from an accredited college or university with major course work in public or business administration or a closely related field; five (5) years of increasingly responsible administrative/analytical experience, preferably in a municipal government environment, including two (2) years in a supervisory capacity; and a valid Class C California driver's license. A Master's degree is highly desirable.

The ideal candidate will be able to: provide highly responsible and complex management support in the planning, analysis, coordination, and conduct of operating programs.

Compensation & Benefits:

- **\$72,678.06 - \$104,979.42 per year, DOQ;**
- 4-Day work-week (closed every Friday);
- Two (2) weeks of paid vacation per year with increases based on length of service;
- Eleven (13) holidays, plus one (1) floating holiday;
- Twelve (12) sick days per year;
- 25 hours of Executive Leave at the start of each fiscal year;
- Long Term Disability – after 90 days of disability, a LTD plan provides a 60% disability income benefit;
- Life Insurance - \$50,000 life insurance coverage; AD & D - \$50,000 coverage;
- Retirement – California Public Employee's Retirement System (PERS) 2% @ 60 or 2% @ 62 formula based upon successful candidate's PERS status. The City does not participate in Social Security, both the City and employee contribute 1.45% to Medicare;
- Health Insurance – The City provides employees with a \$1,000 monthly contribution for medical, dental, and vision insurance for themselves and their dependents; and
- Other Benefits – 457 deferred compensation plan. Employee Assistance Program (EAP) and direct deposit are also available.

Working Conditions

Physical Conditions: Incumbents are required to stand or sit for prolonged periods; occasionally stop, bend, kneel, crouch, reach, and twist; lift, carry, push, and/or pull light to moderate amounts of weight.

Work Environment: Incumbents are required to work in a standard office environment with extensive public contact and frequent interruptions.

Closing Date/Application Procedure:

A City application must be filed/submitted to the Human Resources Department at 3232 Main Street, Lemon Grove, CA 91945 by 5:00 p.m., Thursday, December 21, 2023. Postmarks are not accepted. Candidates are requested to provide thorough yet concise information on their experience and

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education, which relates to the position.

City applications will be evaluated and candidates meeting the minimum qualifications will be invited to participate in the selection process, which may consist of a written examination and/or oral interviews to be held in the City of Lemon Grove. A tentative schedule of the selection process is:

A City application is available on the City's Website: www.lemongrove.ca.gov.

Note: Prospective employees will undergo and must successfully pass, a background reference check (including fingerprinting) and a medical examination, which will include a drug screen. All new employees must verify identity and entitlement to work in the United States by providing documentation required by the Immigration & Control Act of 1986. Additionally, successful applicants may be subject to random drug and alcohol testing in accordance with Federal regulations.

Candidates who require a reasonable accommodation in the selection process are required to submit their request in writing specifying their need(s) with their application materials.

If you have any questions regarding this position, please contact Roberto Hidalgo, Human Resources Manager at rhidalgo@lemongrove.ca.gov or at 619-825-3848.

Posted: 11/1/23

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