



City of Bell

Employment Opportunity

6330 Pine Avenue, Bell, California 90201-1291 - Telephone (323) 588-6211

An Equal Opportunity Employer

Career Opportunity

Management Analyst

\$4,555.06- \$5,536.70 Monthly

Fulltime with excellent benefits offered

The City of Bell is recruiting for an exciting career opportunity in the City Manager's Office. We are looking for a team player who will assist the City Manager with building on the great work that has been done to modernize the city. The Management Analyst will provide professional administrative and analytical assistance to the City Manager with City-wide issues, programs or operations. Plans, organizes and conducts special analytical projects and studies and prepares routine and comprehensive reports.

Filling Deadline: A City Employment Application and Supplemental Questionnaire must be completed along with copies of all certificates and Degrees attained and sent to the Human Resources Office at 6330 Pine Avenue, Bell, CA 90201. Resumes, emails and faxes will not be accepted in lieu of completed applications. Applications must be received at City Hall by 4:00PM on Friday, July 22, 2016. Post marks will not be accepted.

DESCRIPTION:

Provides varied, complex and confidential management and operational analysis in support of a department or division; conducts a variety of organizational, operational and administrative studies; performs community outreach and community relations duties on behalf of assigned department or division; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from higher level management staff. May exercise functional supervision over technical and clerical staff.

ESSENTIAL FUNCTIONS:

Duties may include, but are not limited to, the following:

- Provides varied, complex and confidential management and operational analysis in support of a department or division; oversees and ensures that the administrative functions of the department or division to which the position is assigned are effectively carried out.
- Conducts special research projects, including gathering, compiling and analyzing information for fiscal, administrative or operational matters; provides alternatives and makes recommendations on courses of action.
- Performs media and community relations and outreach activities, ensuring a forum for community leaders and citizens to express their ideas and concerns with respect to City activities, and to foster trust between the local community and the City; prepares and delivers presentations on City activities to inform the community and receive feedback.
- Researches and compiles data and information in the development of policies and procedures for assigned department or division.
- Prepares complex reports, manuals and other documents for special projects, programs and research; gives presentations on findings.
- Compiles information and maintains complex databases for tracking information for reporting purposes.

- Prepares and administers contracts for projects and programs including determining sources and vendors, coordinating activities and tracking expenditures.
- Prepares grant proposals and monitors grant activities ensuring compliance with funding agency stipulations and reporting requirements.
- Coordinates project and administrative responsibilities with other departments and divisions.
- Assist in preparing budgets by coordinating and compiling data, researching past expenditures, projecting expenditures for the following year and making budget recommendations; monitors and tracks budget expenditures.
- Represents the City, the department and/or the division in meetings and maintains liaison with a variety of public agencies and business leaders.
- Perform related duties as assigned.

QUALIFICATIONS GUIDELINES

To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:

Education:

Equivalent to a Bachelor's Degree in Public Administration, Public Policy, Political Science or a related field from an accredited college or university.

Experience:

Three (3) years of experience in providing professional-level administrative or operational support in a municipal, county or state agency. The ability to speak Spanish is desirable.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Operations, services and activities of municipal government.
- Operations, services and activities of department to which the position is assigned.
- Codes, policies, regulations and procedures related to department operations.
- Methods and techniques of conducting research and statistical analysis.
- Principles and practices of report development.
- Computer applications related to the work, including word processing, database, and spreadsheet applications.
- Methods and techniques of conducting community outreach, including the use of the media to communicate the City's goals and objectives.
- Techniques for effectively representing the City, including making effective public presentations and dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.
- Business correspondence development.
- Principles and practices of budget development and monitoring.
- Methods and techniques of providing quality customer service to City staff and members of the public.

- Federal, State, and local laws, ordinances and regulations related to assigned area of responsibility.

Ability to:

- Perform professional level administrative tasks in area of assignment.
- Compile and analyze complex research, budgetary and operational data.
- Prepare and administer contracts.
- Prepare, administer and monitor budgets.
- Conduct media relations activities.
- Perform community relations and community outreach duties.
- Prepare complex narrative and statistical reports, correspondence, policies and procedures and other written materials.
- Interpret and apply theories, principles, rules and practices in the area of assignment.
- Prepare complex administrative and technical reports.
- Coordinate activities with other City departments and divisions, and external agencies.
- Organize own work, coordinate projects, set priorities, meet critical time deadlines, and follow-up on assignments with a minimum of direction.
- Make effective presentations to individuals and groups.
- Use tact, initiative, prudence and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Communicate clearly and effectively, both verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work

LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:

Ability to obtain and retain a California Class C driver’s license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility – frequent standing or sitting for extended periods; frequent walking; occasional driving may be required depending upon assignment; occasional pushing/pulling; occasional bending, kneeling, squatting and crawling. Lifting – occasional lifting up to 25 pounds. Vision – constant use of good overall vision for reading/close up work; frequent use of color perception and eye/hand coordination; occasional use of depth perception and peripheral vision. Dexterity – frequent repetitive motion from writing and using a computer keyboard; frequent grasping, holding and reaching. Hearing/Talking - frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds. Emotional/Psychological – frequent decision making and concentration; occasional public contact; occasional working alone.

WORKING CONDITIONS

Work is typically performed in an indoor office environment, but occasionally requires travel to other locations. May encounter angry or upset citizens. Subject to frequent interruptions and extensive contact with the public. Extension of the workday may be required due to meetings and workload.

EXAMINATION PROCESS

Applications will be screened for completeness and fulfillment of the position qualifications. The most qualified candidates will be invited to participate in the competitive examination process. The application process will consist of:

Application Screening
Interview/Testing

Qualifying
Scored

Medical Examination
Background Investigation

Qualifying
Qualifying

APPLICATION PROCEDURE

The employment applications are available for the Management Analyst #16-9 at the Bell City Hall, Monday through Friday from 8:00 a.m. to 4:00 p.m. or on the City's website at www.cityofbell.org. Only City of Bell Applications will be accepted; **No Emails, faxes or postmarks will be accepted.** The deadline to submit the application is **4:00 p.m., Friday, July 22, 2016.**

EMPLOYEE BENEFITS

Salary Range: Appointments are normally made at the minimum salary.

Bilingual Pay: \$2100 per year for qualified employees.

Tuition Reimbursement: up to \$600 per year.

Overtime: time and one-half for over 40 hours/week.

Insurance: Medical insurance for employee and one dependent. Dental and Vision Insurance is offered at the employees expense during the first 60 days of service, city paid coverage will be effective on the 1st month after the 60 days after appointment.

Vacation: 96hours (12 days Based on 8-hour day), accruals increase based on years of service to a max of 32 days with 20+ years of service.

Holidays: 12 paid holidays per year, plus 1 floating holiday.

Sick Leave: 1 day per month accrual (based on 8-hour day); payoff of unused sick leave upon separation (According to City's Resolution).

PERS Retirement: Classic Employees will enroll in the Cal-PERS retirement program at 2.7% @ 55 plan; New employees will enroll in the Cal-PERS retirement program at 2% @ 62 plan; Employee is responsible for their 9% towards the CalPERS employee contribution.

Social Security: employee pays 6.2% and city pays 6.2%.

Deferred Compensation Plan available to all employees.

Credit Union membership offers access to low interest loans and payroll deduction.

Probationary Period: New employees serve a twelve-month probationary period.

Agency Shop: Union dues or service fees are mandatory as a condition for full time employees who are in classifications that are covered by Agency Shop provisions. Qualified religious objection can be accommodated.

THE CITY OF BELL

The City of Bell is located approximately 10 miles southeast of Los Angeles. Bell is a Charter City with a council/administrator form of government. The City budget is approximately \$28.3 million with 68 full time employees and 77 part time employees. The population is approximately 35,400. The City of Bell is an Equal Opportunity/Affirmative Action Employer. Minorities, women and disabled persons are encouraged to apply for City employment. It is the intent of the City to have all segments of the community represented at all levels in City government. The City of Bell makes reasonable accommodations for disabled persons, considering each situation on an individual basis. Direct requests for accommodation should be made to the City Clerk's office. A non-smoking policy adopted by the City Council prohibits smoking in city buildings. Upon proof of honorable discharge from the Armed Forces of the United States, a veteran's preference of five points will be added to the final score of candidates who have attained a passing score. The Immigration Reform and Control Act of 1986 requires all new employees to submit verification of identity and authorization to work in the United States at time of hire.

THE PROVISIONS OF THIS ANNOUNCEMENT DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT. ANY PROVISION CONTAINED IN THIS ANNOUNCEMENT MAY BE MODIFIED OR REVOKED WITHOUT NOTICE. (Posted: 6/30/16)