



CITY OF BRADBURY, CALIFORNIA

"Preserving Rural Tranquility"

Invites applications for

Management Analyst **\$44,125.00 annually**

Application Deadline: 4pm, Thursday October 27th, 2016

Position

The City of Bradbury is seeking an enthusiastic team player to work with the City Manager. Under general administrative direction, performs complex entry-level budgetary, legislative, financial, administrative and analytical support duties for the City Manager; oversees assigned administrative processes, procedures and programs; coordinates assigned activities, programs and special projects including grants and contract administration with outside agencies and the general public.

The City of Bradbury

The City of Bradbury is a small, residential/equestrian-orientated community of approximately 1,050 nestled at the base of the San Gabriel Mountains below Angeles National Forest in Los Angeles County. Incorporated since July 26, 1957, the City is a true "contract city." It has a small full-time staff and contracts for many of the services provided to its residents. The community encompasses 1.9 square miles, and includes 3.2 miles of public streets and roads. Bradbury is bordered on the west by the City of Monrovia and on the south and east by the City of Duarte. The City includes secured communities within the Bradbury Estates, along Woodlyn Lane, and non-gated areas. Much of the City is zoned for agriculture and maintains open space in the foothills through two and five acre lot minimums. Other areas of the City enjoy quiet residential streets which preserve the rural feeling that led to the City's founding. It is a General Law City operating under the City Council/City Manager form of government. The City Manager oversees all city functions.

The City Council strives to provide the highest level of service and responsiveness to its residents.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive.

Other duties may be required and assigned.

- Assist in the development and implementation of goals, objectives, programs, policies and procedures for assigned work areas, programs and special projects;
- Continuously monitor and evaluate the efficiency and effectiveness of work areas, programs and operations as assigned;
- Develop programs and implement projects to improve service delivery efficiency and effectiveness in conjunction with the City Manager;
- Interpret regulations, ordinances, codes and laws to ensure compliance;
- Represent the City to outside agencies;
- Explain and interpret City programs, policies and activities;

- Prepare and present staff reports and other necessary correspondence; conduct organizational and operational studies and investigations; recommend modifications to programs, policies and procedures as appropriate;
- Review and analyze reports, legislation and related matters;
- In conjunction with the City Manager, participate in the preparation and administration of assigned budgets and special projects; maintain proper budgetary controls;
- Prepare technical records and reports on grants and special projects;
- Identify problems, opportunities for improvements, alternatives and make and justify recommendations regarding same;
- Serve as liaison to the City's Emergency Response and Preparedness Committee;
- Provide information and assistance to the public regarding assigned programs and services including solid waste, energy efficiency, trail maintenance;
- Receive and respond to complaints and questions regarding assigned areas of responsibility;
- Develop public relations materials for the marketing of programs and services to the community, including but not limited to flyers, press releases, website updates, e-blasts and preparation of the City newsletter.
- Assist in contract negotiations; monitor contract compliance;
- Prepare and monitor program grants and related proposals;
- Prepare and maintain necessary records, files and documents;
- Serve as the Deputy City Clerk, serving as the Clerk in the absence of the City Clerk;
- Attendance at evening meetings is required.
- Performs other related duties as required.

Supervision Responsibilities

Exercises direct supervision over professional, technical and administrative support staff.

Minimum Qualifications

A Bachelor's Degree in Public Administration, Business Administration or other related field. Master's Degree is desirable and/or any equivalent combination of training and experience which provides the required skills, knowledge and abilities. Must be able to successfully meet and deal with the public and other employees. One year of administrative and analytical experience involving research, analysis, and recommendation of policies, procedures and actions on a variety of administrative issues is desired.

License/Certification Requirements:

Possession of a valid California driver's license; Class "C" or higher.

Compensation

- Salary range: \$44,125 annually
- Fully paid medical, dental, and vision insurance for the City employee
- Death & disability, life insurance policies, short term disability & PERS level II survivor benefit is provided.
- PERS retirement – City participates in the CalPERS retirement system. Employees who were CalPERS members prior to January 1, 2013 are enrolled in the 2% @ 60 formula. City pays full employee share. Employees enrolled in CalPERS after January 1, 2013 will be enrolled in the 2%@62 formula; City will pay 50% of the "normal cost". Participation in Social Security is required.

- Annual paid leave of 80 vacation hours, 11 paid holidays, 24 administrative leave hours, 48 hours of sick leave and 12 designated unpaid days.
- Work Schedule Monday – Friday 8:30 – 5:00 p.m.

Application process

Application deadline: 4pm Thursday October 27th 2016

Candidates should send a completed application, supplemental questionnaire and current resume to Claudia Saldana, City Clerk, Bradbury City Hall, 600 Winston Avenue, Bradbury CA 91008. Applications can also be faxed to (626) 303-5154.

Applications must be completed and demonstrate that the minimum qualifications are met. All statements made on the application are subject to investigation and verification. Resumes may be attached to completed application forms as supplemental information, but will not be accepted in lieu of an official application form.

The most qualified candidates will be selected to participate in an interview process. All candidates who meet the minimum qualifications will remain candidates until a final offer is accepted by the candidate who most closely meets the requirements of the City. The City may conclude that none of the candidates, even those who meet the minimum qualifications, are appropriate for the position. The position is open until filled.

The successful candidate must pass:

- ❖ Pre-employment medical exam, including a drug/alcohol screening; and
- ❖ Reference and background verification, including a credit screening. References will not be contacted until a mutual interest has been established.

Immigration and Reform Act of 1986

In compliance with the Immigration and Reform Act of 1986, all new employees must demonstrate eligibility to legally work in the United States by providing required documentation.

Equal Opportunity Employer

The City does not make employment decisions based on sex, race, color, religion, national origin, ancestry, age, marital status or physical handicap, except when such qualifications are appropriate occupational qualifications

Employment Standards

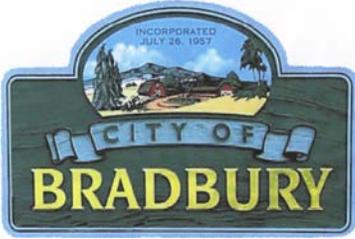
Employment with the City of Bradbury is contingent upon meeting the medical standards of the position. A candidate must pass a pre-employment physical examination, including a drug/alcohol screening and a reference and background check.

The City of Bradbury makes reasonable accommodations for disabled persons, considering each situation on an individual basis. Please make direct requests for accommodation to the City Manager.

The provisions of this job announcement do not constitute an expressed or implied contract. Any provision contained in this job announcement may be modified or revoked without notice.

Questions

Questions may be directed to Claudia Saldana at (626) 358-3218 or at csaldana@cityofbradbury.org. Applicants may wish to visit the City's official website – www.cityofbradbury.org – for further information.



Name (Please Print)

**CITY OF BRADBURY
SUPPLEMENTAL QUESTIONNAIRE
MANAGEMENT ANALYST**

INSTRUCTIONS: Each candidate must complete this Supplemental Questionnaire as part of the application and screening process. Initial evaluation of your qualifications for this position will be determined by your responses to these questions in addition to information you provide on the standard City Employment Application.

APPLICATION SCREENER(S) WILL NOT REFER TO YOUR RESUME.

Do not write “See Resume” as a response for any question.

Clarity, conciseness, and completeness of responses are factors considered in the qualification screening process. Evaluation will be based on information provided and quality of written product and grammar. Only those candidates who demonstrate the best potential in meeting the City’s needs will be given further consideration in the examination process. Enter, type, or write legibly; address each question separately; and limit your answers to no more than one (8-1/2 x 11) page per question. If your responses are handwritten, they must be legible if they are to be considered as part of the required application materials.

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1. To succeed in this position, the applicant must possess excellent organizational skills and demonstrate the ability to self-manage work plans and consistently produce professional work products and presentations to management staff and elected officials. Please describe the most comprehensive project you have been solely responsible for and what enabled you to be successful.
 2. Describe your professional analytical experience developing, monitoring, coordinating or managing projects and programs in local government.
 3. Describe your experience preparing reports, Requests-For-Proposals and/or grant applications.
 4. Describe any experience you have being the person called out to resolve difficult customer service issues.
 5. Describe your experience working with volunteers or managing a commission/committee.

I hereby certify that my answers to the questions on this application are complete and true to the best of my knowledge. I agree and understand that any misstatement of material fact contained in this application will cause me to forfeit all rights to employment with the City of Bradbury

Applicant's Signature

Date