



# **CITY OF BRADBURY, CA**

*"Preserving Rural Tranquility"*

Invites applications for

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## **Management Analyst**

**\$50,000 - \$55,000 annually**

**Application Deadline: Wednesday, November 4, 2020 at 4:00 pm**

### Position

The City of Bradbury is seeking an enthusiastic team player to work alongside the City Manager. Under general administrative direction, the position performs complex entry-level budgetary, legislative, financial, administrative and analytical supporting 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 1,100 residents 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 also includes the gated communities of the Bradbury Estates, 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 minimums. All 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, and 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 are often 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 Public Safety 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 occasional 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/or recommendation of policies, procedures and actions on a variety of administrative issues is desired.

#### Compensation

- Salary: \$50,000 – \$55,000 annually; salary to be negotiated at time of offer
- Fully paid medical, dental, and vision insurance for the City employee
- Fully paid death & disability, life insurance policies, short term disability & PERS level II survivor benefits
- 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 a.m. – 5:00 p.m.

License/Certification Requirements:

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

Application process

**Application deadline: Wednesday, November 4, 2020 at 4:00 p.m.**

The tentative recruitment timeline for the Management Analyst position is scheduled to occur as follows:

APPLICATION PROCESS	DATE/TIME FRAME*
1. Application Deadline	Wednesday, November 4 <sup>th</sup>
2. Panel Interviews	Thursday, November 12 <sup>th</sup>
3. Final Interviews	Week of November 16 <sup>th</sup> – 20 <sup>th</sup>

\*This recruitment may close at any time with or without notice depending on the number and quality of applications received. The dates listed above are subject to change.

Candidates should send a completed application 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 or emailed at cityhall@cityofbradbury.org.

Submitted applications must be completed. All statements made on the application are subject to investigation and verification. Resumes and cover letters are encouraged to 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 may be required to 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, gender, 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 may be required to 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 [cityhall@cityofbradbury.org](mailto:cityhall@cityofbradbury.org). Applicants may also visit the City's official website – [www.cityofbradbury.org](http://www.cityofbradbury.org) – for further information.



# Employment Application

## City of Bradbury

600 Winston Avenue, Bradbury CA 91008  
(626) 358-3218 fax (626) 303-5154

[www.cityofbradbury.org](http://www.cityofbradbury.org)

**Position Applied For:** \_\_\_\_\_

*The City of Bradbury is an equal opportunity employer.* This application does not constitute an offer for employment, merely the opportunity to compete for the position. Your application is subject to review and is considered part of the employment evaluation process.

**INSTRUCTIONS:** This application is part of your total evaluation. Answer all questions completely and accurately. If additional space is needed, attach additional sheets. All statements are subject to verification. Please type or print legibly in ink.

### General Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street Address Apartment/Unit #  
City State ZIP Code

Phone: ( ) E-mail Address:

#### Driver's License:

**Are you 18 years of age or older?** YES  NO  If under 18 years of age, please state your age?

**Have you ever worked for the City of Bradbury?** YES  NO  If yes, when?

**Have you ever been convicted of a felony or misdemeanor?** A pleas of "no lo contendere" has the same force and effects as a guilty plea, is considered a conviction, and must be disclosed. Include any convictions by military trial. List all cases other than minor traffic violations. (Driving under the influence, reckless or hit-and-run driving are NOT minor traffic violations) You are not required to disclose convictions over two years-old for violations of Health & Safety Code Sections 11357, 11360, 11364, 11365 or 11550, (or predecessor statutes) which relate to marijuana. PLEASE NOTE: A full disclosure by you is to your advantage as your record does not constitute an automatic bar to employment. Factors such as, but not limited to, age at the time of offense(s) and recency of offence(s), as well as the relationship between the offense(s) and the job(s) for which you apply will be taken into account.

YES  NO  If yes, explain:

#### Special Skills/Certificates/Licenses:

### Education – Please Reference Specific Job Posting to Determine Minimum Educational Requirements

High School: Address: \_\_\_\_\_  
From: To: Did you graduate? YES  NO  Degree:

College: Address: \_\_\_\_\_  
From: To: Did you graduate? YES  NO  Degree:

Other: Address: \_\_\_\_\_  
From: To: Did you graduate? YES  NO  Degree:

If you have a High School Equivalency Diploma, give number and date of issue:

### Previous Employment

List the most recent experience first. Carefully account for all employment paid or unpaid, over the last 10 years. List each change of title or promotion separately. Review the employment announcement for details on qualifications the City is seeking. Resumes are not accepted in lieu of application, but may be attached.

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

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Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

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Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

**Military Service**

Rank at Discharge: \_\_\_\_\_ Branch: \_\_\_\_\_

**Certificate of Application and Authorization to Obtain Employment Information**

May the City of Bradbury Personnel Department contact **YOUR PAST EMPLOYERS** for references? Yes\_\_ No\_\_ If YES, then read the following statements and sign you name on the line below: I authorize the City of Bradbury Personnel Department to obtain employment information from any previous employer. A photostatic copy of this authorization will be considered to be as valid as the original.

Signature \_\_\_\_\_ Date \_\_\_\_\_

May the City of Bradbury Personnel Department contact **YOUR PRESENT EMPLOYERS** for references? Yes\_\_ No\_\_ If YES, then read the following statements and sign you name on the line below: I authorize the City of Bradbury Personnel Department to obtain employment information from any current employer. A photostatic copy of this authorization will be considered to be as valid as the original.

Signature \_\_\_\_\_ Date \_\_\_\_\_

In compliance with the immigration reform and control act of 1986, the City of Bradbury requires all new employees to show proof of their legal right to work in the United States. You will be required to submit verification of the legal right to work in the United States within three (3) business days beginning with your first day of work. The City of Bradbury is legally prohibited from employing anyone who cannot provide such verification.

Applicants are responsible for ensuring that education, experience and licenses required for the position are clearly shown on the application.

Your application must be received by the recruitment closing date. This application is current for 6 months.

**Please read completely before signing.**

I certify that all the statements and representations of this application form and attachments are true and correct to the best of my knowledge. I understand that false, misleading or incomplete information shall be sufficient cause for disqualification from the application process or dismissal from employment.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_