



Employment Opportunity

3660 D STREET, LA VERNE, CALIFORNIA 91750

MANAGEMENT ANALYST – PUBLIC WORKS

SALARY RANGE: \$53,531 - \$65,067

Open-Competitive Recruitment

The Management Analyst enjoys a four (4) day workweek (Monday – Thursday with every Friday off) with 9-hour shifts, and excellent benefits.

APPLICATION PROCEDURE: Submit a résumé and a one-page letter of interest to hr@cityoflaverne.org

FILING DEADLINE: Noon, Wednesday, July 25, 2018.

THE CITY

The City of La Verne strives to maintain a full range of efficient municipal services to preserve our hometown charm and quality of life while being responsive to the community's current and emerging needs. La Verne is a city of more than 30,000 residents and a well-balanced community with a good mix of residential, commercial, and industrial features. La Verne maintains a council-manager form of government. Residents elect a mayor and four (4) council members at large to represent them and oversee a total annual budget of over \$56 million. La Verne is a "close knit" community that is home to many fine institutions and facilities which include the University of La Verne (founded in 1891), Brackett Airport, and fine public and private schools. As one of the most desirable communities in metropolitan Southern California, La Verne is a progressive city that has retained much of its small town charm.



The City is interested in hiring an individual who exemplifies the values that make La Verne a safe, desirable, and engaged place to live.

THE POSITION

Receiving general supervision from the Public Works Manager, the Management Analyst conducts research, compiles and analyzes data, evaluates alternative approaches, prepares reports and makes related recommendations; participates in the installation of new and revised programs, systems, procedures, and methods of operation; prepares a variety of reports, publications, and other materials as well as represents the City in interdepartmental, community, and professional meetings as required.



BENEFITS

- Up to \$1,700 monthly toward family medical coverage and dental plan
- PERS Classic - 2.5%@55, New Members - 2%@62
- City-paid life insurance benefit
- 2.8 to 5.0 weeks of vacation per year depending on years of service
- Eleven (11) paid holidays per year
- Accrual of 8 hours of sick leave per month
- City-paid long-term disability plan
- \$1,700 tuition reimbursement for job-related courses

DESIRABLE QUALIFICATIONS

Education and Experience: Bachelor's degree from an accredited college or university with a major in public administration, business administration, or related fields. Master's degree in related fields is also desirable. Equivalent to two (2) years' experience in general administrative local government and/or a water utility.

Knowledge of: Principles and practices of public administration; water utility reporting and management; budget administration, personnel administration, organizational management, project management, leadership, systems and procedures; principles and practices of public works administration and environmental compliance; local government, municipal functions and community organizations; methods and techniques of research, statistical analysis, and report presentation; grant administration and reporting; create and maintain public works administration standard operating procedures (SOP); computer system applications; Itron mobile meter read device management and CIS system management.

Ability to: Communicate clearly and concisely, orally and in writing; plan, coordinate and perform complex surveys; utilize software applications, such as word processing, spreadsheets, database management, and graphics presentation as required by the duties of the job; collect data, analyze it objectively, present it clearly and concisely, and prepare logical and accurate reports with conclusions and recommendations; write applications for grant funding and manage awarded grants; plan and organize conservation programs and ensure environmental compliance, including but not limited to the NPDES permit, AB939, beverage recycling, oil recycling, and household hazardous waste disposal; supervise employees; establish and maintain effective working relationships with a wide variety of people and groups.



Licenses: Possession of a valid California State Class C driver's license required; Storm Water Certificate is desirable; Conservation Practitioner I Certificate required within 12 months of hire.

SELECTION PROCESS

The City reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the position. Meeting the required minimum qualifications does not guarantee an applicant an invitation to the next step(s) in the selection process. Those candidates whose experience and training most closely match the City's needs may be invited to participate in the selection process, which may include a combination of written exercise, panel interview, or other testing deemed appropriate.

Appointments are subject to a 12-month probationary period.

Primary communication regarding your status relative to this recruitment will be by e-mail; applicants are solely responsible for monitoring their e-mail communication messages and systems.

Applicants are solely responsible for informing the City of changes in contact information, including but not limited to e-mail addresses, mailing addresses, post office boxes, and telephone numbers.

As required by state law, the City provides consideration for veterans who served during military actions. Eligible veterans should notify Personnel **in writing** at the time of application.

Under Federal law, employees must contribute 1.45% of their gross monthly earnings for Medicare coverage. The City will match the employee's contribution.

In compliance with the Americans with Disabilities Act (ADA), if special assistance to participate in this recruitment is needed, contact the Personnel Office.

The City recruits and hires without regard to race, color, religion, physical disability or condition, sexual orientation, gender, age, or national origin, except in those specific instances whereby a bona fide occupational qualification demands otherwise. The City of La Verne hires only United States citizens or lawfully authorized aliens.

The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without further notice.

PERSONNEL OFFICE (909) 596-8726

Website: www.cityoflaverne.org

Equal Opportunity Employer