



The City of Rolling Hills  
Recruitment Brochure

**SENIOR MANAGEMENT ANALYST**



## OPPORTUNITY

The City of Rolling Hills is accepting applications for Senior Management Analyst, with the current vacancy in the Office of the City Manager. This generalist position will provide an opportunity for a highly-motivated employee to work on professional administrative and management assignments that support the City Manager and requires comprehensive analysis of moderate to

complex issues with a Citywide focus. The ideal candidate is a team player and “people person” who embodies a “can do” attitude, passionate about public service, embraces diverse and challenging projects, maintains the highest standards of integrity and honesty, values customer service, and desires a career in public administration

## THE POSITION

Under general direction of the City Manager, the Senior Management Analyst performs administrative, program, budgetary, grant and work-flow support; directs, oversees and manages special projects, programs, and studies; performs related administrative support functions; manages and implements the city’s Emergency Preparedness / Block Captain Program; acts as liaison with various community and public agencies; and performs related work as assigned.

The position is distinguished by the performance of a full range of duties as assigned, working independently, exercising judgment and showing initiative. The Senior Management Analyst possesses a significant level of specialized, technical and functional expertise (e.g. Stormwater compliance, Refuse & Recycling, Utility Undergrounding, Capital Projects) and receives occasional instruction or assistance as new or unusual situations arise. The incumbent is expected to provide completed staff work on assigned projects with reports and recommendations taking into consideration a full range of management, financial and budgetary issues. The successful candidate must be a skilled writer, strategic thinker, open minded, and creative in managing tasks.

The ideal candidate can be described as a detailed-oriented and thoughtful individual who is a solution-oriented problem solver, enjoys working, and strives for excellence. As such, it is desired that the Senior Management Analyst possess the qualities of:

- Confidence
- Enthusiasm
- Collaboration
- Sustaining trust, credibility and respect.
- Providing organization stability and consistency.
- Seeing the big picture while achieving incremental and detailed work.

**Duties assigned include, but are not limited to, the following:**

- Recommends and assists in the implementation of goals and objectives; establishes schedules and methods for the performance of professional analytical duties in support of budget, contract and program administration; implements policies and procedures.
- Evaluates operations and activities of assigned responsibilities; recommends improvements and modifications; prepares various reports on operations and activities.
- Prepares written and oral administrative reports with recommendations for presentation to City Manager and/or City Council.
- Performs a variety of complex data gathering, analyses, and report writing activities on a special project basis or for sensitive financial, organizational or operational issues.
- Assists management in budget preparation and administration by researching historical expenditure patterns, estimating future needs, and making recommendations on revenue sources and funding levels; compiling overall budget requests; monitors expenditures after budget adoption and recommends appropriate corrective action.
- Performs a variety of financial and budgetary analysis for the development of long-term policy and fiscal impacts and makes recommendations based on findings.
- Develops and implements internal and external community strategies, programs and information delivery methods.
- Coordinates and implements programs, policies and procedures for assigned projects.
- Interprets City rules, policies and procedures, personnel policies, MOU's and local, State and Federal laws and regulations.
- Maintains a consistent and current understanding of financial and policy/program issues in the assigned area of responsibility.
- Participates in the development of requests for proposals; develops and administers contracts and oversees the work of contractors and vendors.
- Participates in the development, execution and/or coordination of specific programs or studies.
- Support committees and provide input and/or recommendations on policies and procedures.
- Serve as a liaison with public and private organizations, community groups or other organizations; provide information and assistance to the public regarding the assigned programs and services; receive and respond to complaints and questions relating to assigned area of responsibility; review problems and recommend corrective actions.
- Serve as a grants liaison in collaboration with staff; prepare and monitor program grants and related proposals.
- Establish, maintain and foster positive and harmonious working relationships with City staff and all those contacted in the course of work



## MINIMUM QUALIFICATIONS

A Bachelor's degree from an accredited college or university in economics, finance, business administration, public administration, social studies, communications or a related field; AND

One to three years of progressively responsible professional experience and administrative analytical work experience.

### KNOWLEDGE OF:

- Organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies and procedures.
- Fundamental principles and procedures used in report writing; research and reporting methods, techniques and procedures.
- Basic principles, practices and procedures of budgeting, funding sources and grant funds disbursement.
- Techniques for dealing effectively with the public, vendors, contractors and City staff, in person and over the telephone.
- Computer applications related to budgeting and fiscal reporting, graphic/document design, and layout/word processing.

### ABILITY TO:

- Perform responsible and difficult administrative and analytical work involving the use of independent judgment and personal initiative.
- Coordinate programmatic administrative, budgeting and fiscal reporting activities.
- Interpret and apply administrative and departmental policies and procedures.
- Plan and conduct effective management, administrative and operational studies.
- Plan, organize and carry out assignments from management staff with minimal direction.
- Research, analyze and evaluate programs, policies, and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Experience and knowledge in project management and leadership techniques; municipal regulations; principles and methods of administrative and organizational analysis; financial and statistical methods; intergovernmental relations; budgeting practices; policy development and program evaluation methods, with a Master's degree in Public Administration is highly desirable

## COMPENSATION & BENEFITS

The annual salary range for this position is \$74,772 – \$96,708, and appointment will be made depending upon the qualifications of the selected candidate. In addition, the City offers the following comprehensive benefits:

**Retirement:** PERS Miscellaneous formula: “Classic” members: 2% @ 60 with employee contribution of 7% of salary. “New” members: 2% @ 62 with employee contribution of 6.5% of salary. The City also participates in Social Security.

**Medicare:** Employee pays 1.45% of salary towards future Medicare benefits.

### **Leaves, Holidays & Vacation:**

Floating Holiday: 1 day (8.5 hours) are provided each July 1st.

Sick Leave: Accrued at the rate of 90 hours / year up to an accumulation of 225 hours.

Holidays: 11 holidays (80 hours) are observed / year.

Vacation: Accrued at 96 hours / year, increasing with City service up to an accumulation of 300 hours at 10 years of service.

**Health Insurance:** The City will contribute 100% of medical, dental and vision benefits for the employee and 80% of the cost of dependents.

**Long-Term Disability:** City-paid coverage is provided.

**Short-Term Disability:** Optional employee-paid coverage is available.

**Life Insurance:** City-paid \$50,000 life insurance.

**Flexwork/Telecommuting:** The City has a 9/75 work schedule with alternate Fridays off.

## TO APPLY

To apply for this key position and exciting career opportunity, please submit your application, cover letter and resume (including month/year of employment) via email to:

CityClerk@cityofrh.net

Applications can be found on the City of Rolling Hills website at:

<https://www.rolling-hills.org/>

Resumes are acknowledged within two business days.

Contact Christian Horvath at 310.377.1521 or CityClerk@cityofrh.net if you have any questions regarding this position or the recruitment process

