



# City of Sanger California

THE CITY OF SANGER IS CURRENTLY RECEIVING APPLICATIONS FOR THE POSITION OF:

## MANAGEMENT ANALYST

**APPLY ONLINE:** [WWW.CALOPPS.ORG](http://WWW.CALOPPS.ORG)

**SALARY RANGE:** \$4,660 - \$5,665/month (current)  
\$4,846 - \$5,891/month (effective July 1, 2017)

**APPLICATIONS MAY BE FILED AT:** PERSONNEL DEPARTMENT  
SANGER CITY HALL  
1700 7<sup>TH</sup> STREET  
SANGER, CALIFORNIA 93657

**FILING DEADLINE:** Friday, March 17, 2017 by 5:00 PM

**EXAMINATION:** Written, Oral Board Interview, Performance Exam and/or any combination thereof

### DEFINITION

Under general direction performs a variety of professional administrative and analytical assignments involving research, analysis, planning, evaluation, program coordination, and administrative duties. Performs related work as required.

### DISTINGUISHING CHARACTERISTICS

This classification is a journey level professional classification. Incumbent performs their assigned duties with minimum of supervision and develops, plans, organizes, and implements various city or department wide programs. This position has considerable independence in selecting work methods and procedures and exercises no supervision; however, may provide lead direction, make assignments and delegate work assignments to support staff.

This position will be assigned to the Public Works Department and will receive direction from the Public Works Director.

**Equal Opportunity Employer**

### EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

- Assist in performing the day-to-day professional administrative and analytical duties in support of personnel, budget, and/or general administrative functions for a department.
- Research and analyze a variety of information and data. Make recommendations for procedural and operational improvements.
- Develop new program elements and program modifications as necessary to meet City goals and objectives.
- Assist in the preparation of the budget or make budget recommendations relative to assigned program or project areas of responsibility. Review and evaluate policies and procedures and make recommended revisions when necessary.
- Assist and participate in various personnel functions.
- Develop, implement, manage and/or direct special projects and programs and prepare recommendations and reports.
- Participate in office management functions and prepare reports including staff reports, manuals, and other written material.
- Conduct and coordinate research in response to complaints and investigate to assure compliance with applicable rules and regulations.
- Participate in meetings, committees, and other related groups.
- Maintain various records and files.
- Perform related duties as required.

### DESIRABLE QUALIFICATIONS

#### Knowledge of:

- Principles and practices of public administration organization and management.
- Municipal organization and operation, including budget and personnel management.
- Methods and techniques of statistical and fiscal analysis.
- Effective report and business letter
- Research methods
- Principles and practices of project management and work flow analysis.
- Techniques and principles of effective interpersonal communication.
- Principles of project development, scheduling, and coordination.

#### Ability to:

- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Effectively administer assigned programmatic responsibilities; prepare and administer a program budget; evaluate and develop procedures and policies.
- Develop and maintain effective working relationships with other City staff, agencies, and the general public.

Ability to (continued):

- Read and interpret laws, regulations, policies, and other documents related to the essential job functions.
- Prepare clear, concise, and comprehensive reports, records, correspondence and other written material.
- Maintain the confidentiality of information and documentation as required.
- Maintain accurate records and files.

MINIMUM QUALIFICATIONS

Education:

Bachelor's Degree from an accredited college or university in public administration, business administration or closely related field.

Experience:

One (1) year of professional experience performing analytical duties in the areas of administration or management preferably in municipal government.

License:

Possession of a valid California Driver's License.

**SELECTION PROCEDURE:**

Applications received by the filing date will be reviewed for accuracy, completeness and job-related qualifications. A limited number of persons whose applications clearly demonstrate they most closely meet the requirements may be invited to participate in the selection process - which may be any combination of written, oral and/or performance exams. Appointment is subject to successfully passing a background and criminal history check. Before starting work, applicants must present documentation of their identity, authorization to work in the United States, and California Department of Motor Vehicles driving record. Following appointment, a minimum six-month probationary period is required as the final phase of the selection process.

**APPLICATION PROCESS:**

Applications are available at Personnel Department, City Hall, 1700 7th Street, Sanger, CA 93657 or [www.ci.sanger.ca.us](http://www.ci.sanger.ca.us). Applications must be complete and received prior to the filing deadline.

**POSTMARKS ARE NOT ACCEPTED.**

Resumes will not be accepted in lieu of a completed application. All statements made on the application are subject to verification; false statements will be cause for disqualifications or discharge.

AN EQUAL OPPORTUNITY EMPLOYER  
WOMEN, MINORITIES & HANDICAPPED INDIVIDUALS ARE  
ENCOURAGED TO APPLY

Note: The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Questions regarding this announcement may be directed to the City of Sanger Personnel Department.