



CITY OF LOS ALAMITOS

EMPLOYMENT OPPORTUNITY

MANAGEMENT ANALYST

DEVELOPMENT SERVICES DEPARTMENT

FULL TIME POSITION

FILING INFORMATION:

Open until filled. Applicants must submit a completed City of Los Alamitos employment application and resume for the first application screening by Thursday, July 19, 2018. **POST MARKS WILL NOT BE ACCEPTED.** Please call (562) 431-3538 for additional information, or visit www.cityoflosalamitos.org for employment application. Please submit all applications and resumes to: HResources@cityoflosalamitos.org

SALARY RANGE: Tier 1 \$ per month \$6,221 to \$7,563
Tier 2 \$ per month \$6,068 to \$7,377
Tier 3 \$ per month \$5,921 to \$7,197
(tier range is based on your hire date, all new employees would be Tier 3)

POSITION:

To perform a variety of complex general professional administrative and analytical work in support of departmental managerial functions including operational audits, budget analysis, personnel management, and productivity studies for the Development Services Department. Receives general direction from the Development Services Director.

ESSENTIAL JOB FUNCTIONS:

- Manage the City's solid waste collection program including serving as the City liaison with the contract solid waste hauler, responding to inquiries and complaints from residential and commercial customers, collaborating with other City departments to ensure compliance with current solid waste regulations, preparing annual reports as required by the State of California Waste Management Board, and representing the City at solid waste related meetings; manage the process for any energy service contract procurements.
- Assist in the administration of the City's National Pollutant Discharge Elimination System (NPDES) Stormwater Program including, but not limited to, assisting in the preparation of various NPDES reports, responding to reported illegal discharges on private and public property and completing investigative reports, and representing the City at meetings.
- Oversee tracking and reporting on various State-mandated programs impacting department functions such as hazardous material, Used Oil Recycling Grant Program, Beverage Container Recycling Grant, fleet diesel/air quality compliance (CARB, AQMD, BAR, SMOG), energy efficiency projects, energy usage, pesticides, and the California Integrated Water Quality System (CIWQS) and sewer spill monthly reports.
- Assist in developing and monitoring programs such as the Equipment Preventative Maintenance Program, Capital Equipment Replacement Program, Irrigation system inventory, playground equipment, ADA compliance and replacement program and the graffiti program; assist in administration of the City's Water Conservation Program; oversee routine updating of the department's website.
- Participate in the development and implementation of the new or revised programs, systems, procedures, and methods of operation related to the assigned department; independently develop and implement analytical studies and develop, compile, and interpret statistical data; prepare detailed and comprehensive written reports and studies, including grant applications, Council agenda reports, contracts, memoranda, and correspondence; assist in the preparation of the annual budget and expenditure control; conduct surveys and perform research and statistical analyses on administrative, fiscal, personnel, and operational problems or issues.
- Provide technical and administrative assistance to the Director; prepare Request for Proposals for hiring outside consultants, vendors, and contractors, and administer and participate in the consultant selection process; serve as the department representative on various committees and projects and coordinate activities with other City departments and with outside agencies, organizations, and community groups.
- Recommend improvements in workflow, procedures, and use of equipment and forms; participate in special projects including research of new programs and services, budget analysis and preparation, and feasibility analyses; review and report on program compliance with applicable laws and regulations; receive and respond to citizen and vendor related inquiries and concerns; make presentations to staff, Council, and other agencies; perform other duties as assigned.
- Establish and maintain effective working relationships and work cooperatively with City staff, elected officials, other agencies and the community; deliver outstanding internal and external customer service; communicate effectively, orally and in writing, with the public and fellow employees; solve problems and support the City's mission, policy, goals, and objectives.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Basic principles and practices of public program administration and of municipal government operations, principles and practices of organization, administration, and personnel management; principles of research, statistical analysis, and report preparation; pertinent federal, state, and local laws, codes, and regulations; modern office practices, procedures, and methods.

Ability to: Administer a variety of administrative and budgetary activities; exercise independent judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria; evaluate and develop improvements in operations, procedures, policies or methods; analyze data and information using established criteria, in order to determine consequences and to identify and select alternatives; ensure compliance with federal, state, and local laws, codes, and regulations; prepare clear and concise reports and correspondence; interpret and apply City policies, procedures, rules, and regulations; efficiently use automated information systems and office equipment, including a personal computer using

Windows-based software for word processing and spreadsheets as well as the utilization of databases and other applicable software; understand and follow verbal and written instructions; communicate effectively both verbally and in writing, using tact and sound judgment in dealing with employees and the public; establish and maintain effective and cooperative working relationships with those encountered in the performance of duties.

DESIRABLE EXPERIENCE AND TRAINING:

Education and Experience: A Bachelor's degree from an accredited college or university with major coursework in Public Administration, Business Administration or a related field and at least two (2) years of progressively responsible administrative and analytical experience. A Master's degree may be substituted for one (1) year of experience. Experience working with a municipality or other government agency is highly desirable.

Due to the performance of field duties, an incumbent may be required to drive a City vehicle in the course of business. If so, an incumbent is required to possess, provide and maintain a valid California driver license and proof of an acceptable driving record.

Physical Tasks and Environmental Conditions: Ability to maintain physical condition necessary for sitting or standing for prolonged periods of time; input data into a calculator or computer; hear and speak with others on the phone or in person; read written correspondence, reports and other records. Work is performed primarily indoors in a controlled office environment. May be exposed to computer glare and vibrations, and pitch of computer and other office equipment.

SELECTION PROCEDURE:

Those candidates with the most relevant qualifications will be invited to participate in an oral interview to evaluate training, experience, and personal qualifications.

Please submit all applications and resumes to HResources@cityoflosalamitos.org

The City of Los Alamitos is an Equal Opportunity Employer and does not Discriminate on the basis of Race / Color, National Origin, Sex, Religion, Age or Handicapped Status in employment or the Provision of Service.