



SENIOR MANAGEMENT ANALYST

SALARY: \$67,032 to \$86,688/yearly
Full-time Exempt Position

The City of Rolling Hills is a General Law city operating under the Council-Manager form of government. The City Council consists of 5 members elected at large for staggered 4 year terms. The position of Mayor and Mayor Pro-Tem are rotated annually among the City Council members. The City Manager serves as the Chief Executive of the City. All City staff, consisting of a Planning and Community Services Director, City Attorney, Finance Director, City Clerk/Executive Assistant to the City Manager, Code Enforcement Officer and Administrative Assistant work collaboratively together as a team.

THE COMMUNITY

The City's annual budget is approximately \$2.2 million with most revenues from property taxes and permits. The City of Rolling Hills, with panoramic views of Los Angeles and the Pacific Ocean, is nestled within the Palos Verdes Peninsula. As a three square mile, gated City incorporated in 1957, the Community has stayed true to its original General Plan by maintaining a rural, residential character that blends single family, one-story, ranch-style homes into the natural, Mediterranean habitat of the peninsula. The City contains 30 miles of hiking and equestrian trails. With 1,906 residents, service levels and customer service provided by the City are a source of pride. The City boasts an excellent relationship with its many resident volunteers and community organizations. Rolling Hills is a "contract city," contracting with the Los Angeles County for services such as public safety, fire services, and Building and Safety.

THE POSITION

The City of Rolling Hills is currently seeking an experienced Senior Management Analyst. Under the general direction, the Senior Management Analyst manages, coordinates, and administers a variety of complex studies, programs, projects, budgets, and contracts in support of City work plans, Council initiatives, programs, and services. Typical duties and responsibilities include but not limited to the following:

- Coordinates and administers major City programs and services relating to departmental assignment; acts as liaison and serves as City's representative for various programs and services involving other agencies, contractors, and business representatives and confers with commissions, committees, advisory groups, regional representatives, contractors, departmental and City staff, and the general public.
- Leads and engages in community marketing and outreach functions; writes technical reports, articles, and correspondence, and prepares findings and supporting recommendations, including charts, graphs, maps, and technical exhibits.
- Creates, reviews, and evaluates the effectiveness of administrative policies, contracts, and ordinances in concert with departmental representatives and legal advisors; prepares compliance reports required for departmental operations.

- Creates work plans for projects and initiates studies; analyzes policy alternatives and makes recommendations in areas relating to operations, programs, capital improvements, budgets, facility development and use, and changes to improve services and compliance with regulations and community needs.
- Discuss program findings and alternatives with Executive Management and prepares reports containing study background, findings, and conclusions; makes formal presentations to City Council, City Manager, commissions, committees, and other regional and governmental bodies, and implements changes, as requested.
- Participates in developing and administering departmental or City budgets, including researching assumptions, practices, specifications, and requirements, and determining appropriate funding and expenditure levels; may serve as departmental liaison for budgeting purposes or significant programs.
- Administers grant programs, as assigned; prepares grant applications and performance reports and make presentations to commissions, committees, and advisory groups.
- Serves as departmental or City representative in interdepartmental, community, regional, and professional meetings.
- Performs other duties as assigned.

EDUCATION AND EXPERIENCE

Education: Bachelor's degree from an accredited four-year college or university with a major in Public Administration, Business Administration or a related field is required. A Master's degree in Public Administration or a related field is desirable.

Experience: Four years of responsible analytical and professional experience involving analysis, report preparation, and administrative studies is required.

Knowledge: Strategic plans, City Council Work Plans, and initiatives; project management practices and leadership techniques; leadership techniques; laws, regulations, ordinances, and other statutes related to departmental assignment; principles, practices, and methods of administrative and organizational analysis; public administration policies and procedures; financial and statistical methods; intergovernmental relations; budgeting practices; policy development and program evaluation methods; contract administration practices; grant administration practices; effective business communications and proper English usage, including spelling, grammar and punctuation; report presentation techniques.

Ability: Lead, organize, and coordinate projects, plans, studies, and contracts; conduct complex research and analyze laws, regulations, agreements, policies, and standards related to variety of City programs, services, and initiatives; organize and prioritize work to meet deadlines; draft and present study findings and conclusions; establish and maintain effective working relationships with staff, management, vendors, consultants, officials, general public, and others encountered in the course of the work; operate modern office equipment and computer hardware and use word processing, spreadsheet, graphics, and other applications software.

Other Requirements: Must possess and maintain a valid California Driver's License; submit to and pass a pre-employment drug test; and maintain a professional appearance and attire. Ability to work extended hours in order to complete projects, attend meetings, and accommodate City needs.

COMPENSATION AND BENEFITS

- Salary: \$67,032 to \$86,688/yearly – Exempt position
- Annual cost-of-living increase
- Work Schedule: The City has a 9/80 work schedule, every other Friday off.
- Retirement Benefit: The City participates in the California Public Employees' Retirement System (CalPERS)
- Classic Members: 2% at 60, employees pay 7% of salary; three year final compensation
- New Hires with no previous CalPERS retirement plan: 2% at 62, employees pay 6.5% of salary
- The City participates in Social Security
- City pays 100% medical, dental and vision benefits for the employee and 80% cost of dependents
- City pays \$50,000 life insurance and AD&D
- 11 City paid holidays and 1 personal holiday
- All full time employees earn 5/6th day of vacation per calendar month of employment. Additional vacation days after 3, 5 & 10 years of service up to 300 hours cap on vacation leave and up to 225 hours cap on sick leave.

APPLICATION PROCESS

City of Rolling Hills job applications may be downloaded at www.rolling-hills.org. Position is open until filled. First round of application review on **Friday, July 31, 2020**. Interviews will be conducted via teleconference on Zoom.

Applicants **MUST** complete and submit the following:

- Original City of Rolling Hills **employment application**
- **Resume** (Resumes are not accepted in lieu of a City application)
- **Letter of Interest**

APPLY TO: City of Rolling Hills

ATTN: Senior Management Analyst Recruitment
2 Portuguese Bend Road
Rolling Hills, CA 90274

Applicants may submit an application by walk-in and/or postal mail. Faxes and emails will not be accepted.

The provision of this bulletin does not constitute a contract expressed or implied, and other provisions contained in this bulletin may be modified or revoked without notice.

The City of Rolling Hills is an equal opportunity employer and does not discriminate on the basis of race, color, sex, age ancestry, national origin, political or religious affiliation, sexual orientation, marital status, other non-job related physical or mental disability, medical condition, or other functional limitation in employment or the provision of service. The City is committed to making its programs, services and activities to individuals with disabilities. If you require accommodation to participate in this recruitment, please contact the Human Resources Office prior to the filing deadline. We will attempt to reasonably accommodate applicants with disability upon request.