



# **CITY OF LAGUNA NIGUEL**

## **EMPLOYMENT OPPORTUNITY**

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### **MANAGEMENT ANALYST (PART-TIME)**

### **ADMINISTRATION & CITY CLERK DEPARTMENTS**

**FILING DEADLINE:**      **Apply Immediately, Open Until Filled. First Review: January 24, 2020**  
**One Vacancy: \$35.49 - \$44.36 per hour; 25-35 hours per week**

#### **THE POSITION:**

A dynamic, energetic professional with a solution-oriented approach and genuine desire to help others is being sought to fill a key part-time position with responsibilities straddling the Administration and City Clerk Departments. We are searching for an innovative critical-thinker who is enthusiastic about a career in municipal government and thrives working in a dynamic and fast-paced environment. When you join our team, you will be using your unique skills to assist in daily operational and special project administration. The ideal candidate will possess strong communication skills, possess a keen attention to detail, assist in the planning and delivery of special events and a wide variety of routine and special projects, have experience working with City executives and elected officials, be able to implement community engagement initiatives to build public awareness, and be passionate about delivering and enhancing customer service.

#### **EXAMPLES OF DUTIES:**

- Provide technical and administrative support to the City Manager, Deputy City Manager and City Clerk.
- Seamlessly plan and host meetings and events from start to completion, within budget.
- Conduct research, studies, and surveys on a variety of programs, systems, operations, or activities; evaluate data; make recommendations.
- Write scripts, event timelines, social media posts, news releases, and newsletters; prepare procedural manuals and brochures.
- May present reports of findings and recommendations on programs managed, operating and organizational procedures, pending and approved legislation and cost comparison.
- Assist in budget administration, preparation and analysis; investigate proposals for new programs, services, equipment, and personnel; prepare reports and other correspondence recommending adjustments in budget proposals.
- Compile, analyze, and record narrative and statistical information for reports and records; conduct or complete surveys; as directed, respond to inquiries regarding City operations and programs; provide explanation of City-wide activities, policies and procedures.
- May lead or participate in committee activities, contributing views and interests of the City Departments in the execution of responsibilities.
- Assist in preparing City Council/Commission and Committee agendas and meeting minutes.
- Prepare reports and correspondence for presentation to the City Council, City Manager, Deputy City Manager or City Clerk.
- Represent the City in the community and at public meetings; participate in various civic groups.
- May prepare mandated reports to various agencies.
- Perform related duties as assigned.

## **MINIMUM QUALIFICATIONS:**

### **Knowledge of:**

- Modern principles and practices of public administration, public program administration, governmental public relations, and grant writing.
- Principles of research and analysis; sources of information pertinent to public sector administration.
- Pertinent Federal, State, and local laws, codes, and regulations.
- Effective public relations and event planning techniques.
- A variety of computer programs, including graphic design software and Microsoft Suite.

### **Ability to:**

- Perform complex administrative and analytical activities for assigned programs.
- Communicate effectively, both orally and in writing.
- Research, analyze, and evaluate programs, policies, and procedures.
- Prepare clear and concise reports.
- Make oral presentations to a variety of groups, including the general public, schools, community, City departments, community groups and employee groups.
- Establish and maintain effective and positive working relationships.

## **EXPERIENCE AND TRAINING REQUIRED:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Three years of experience performing administrative responsibilities, preferably in a government environment.
- Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a related field.
- A Master's degree is desirable.
- Requires possession of, or ability to obtain, a valid California Driver's License.

## **HOW TO APPLY:**

A required City application form is found online at the City's website at [www.cityoflagunaniguel.org](http://www.cityoflagunaniguel.org); or by calling (949) 362-4300. Applications must be filled out completely and must show that the minimum qualifications are met. Completed City applications should be submitted to [Hresources@cityoflagunaniguel.org](mailto:Hresources@cityoflagunaniguel.org) or in person to Human Resources at the address above. Based upon information presented on the applications, those applicants possessing the most suitable qualifications will be requested to continue in the recruitment process. All applicants will be notified by email of the results of the selection process.

## **SPECIAL NOTICE:**

The City of Laguna Niguel recruits and hires without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information.

The Immigration Reform and Control Act of 1986 requires that you must be a U.S. citizen or an alien lawfully authorized to work in the United States to be eligible for hire.

This job bulletin does not constitute an exceptional or implied contract and provisions contain herein may be modified or revoked at any time without prior notice or agreement.

The City of Laguna Niguel is a Drug Free Workplace, and complies with Federal Law; therefore the City prohibits the use of cannabis, including medicinal use, and all illegal drugs by employees and prospective workers. ***Note: Offers of employment are conditional upon successful completion of a job-related physical examination including drug screen.***