



**EMPLOYMENT OPPORTUNITY
AN EQUAL OPPORTUNITY EMPLOYER**

30001 Ladyface Court, Agoura Hills, CA 91301 ♦ 818/597-7300

Filing Deadline: 5:00 pm, May 26, 2016

**ADMINISTRATIVE ANALYST
(PUBLIC WORKS AND PLANNING DEPARTMENT)**

Salary Range: \$5,907 - \$7,197/month

THE POSITION

To independently perform a wide variety of highly responsible and complex administrative and analytical functions in support of the Public Works Department, Planning Department, and Building & Safety Department. Required attributes include the ability to work independently, exhibit initiative and enthusiasm, and be willing to take on a variety of challenges.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

1. Manage and supervise assigned programs and provide responsible staff assistance and support to various City departments.
2. Perform a variety of administrative support functions for the Public Works Director and Assistant City Manager including facilitating meetings, coordinating agenda preparation, conducting research and preparing correspondence, reports and related material, administering the department retention and destruction program.
3. Research, compile and analyze information from various sources; prepare reports which present and interpret data and identify alternatives; make and justify recommendations; draft resolutions and ordinances; prepare plans, specifications, and estimates for capital improvement projects; prepare Requests for Proposals (RFPs) for professional services.
4. Supervises and coordinates City consultants and contractors associated with maintenance and improvement of public facilities and infrastructure.
5. Interact with members of the public in relation to the issuance of over the counter permits for the public works and planning department as needed. Provide information to public inquiries.
6. Project management, maintain appropriate project records and documents i.e. timesheets, work orders, change orders, claims, etc.
7. Recommend, within City policy, appropriate service and staffing levels for each assigned program area; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
8. Provide or coordinate staff training and provide evaluation procedures.
9. Explain and interpret programs, policies, and activities related to assigned area; negotiate and resolve sensitive and controversial issues.
10. Facilitate multi-departmental team meetings; collaborate and confer with department heads; prepare action summaries.
11. Represent the City in relations with the community, advisory committees, local, county, state, and federal agencies and professional organizations.

12. Provide supervision to assigned personnel.
13. Perform related duties and responsibilities as required.
14. Assists in emergency operation functions and training.

Education and Experience

Bachelors Degree desired or working towards graduation from an accredited college or university with major course work in Public Administration or related field, plus 3-5 years of increasingly responsible experience in municipal management, preferably with previous administrative work experience with another municipal or government agency. Possession of a valid California driver's license with an acceptable driving status is required to operate a City vehicle.

Knowledge, Skills and Abilities

Principles, practices and procedures of public administration and management, including methods of analysis; evaluation of administrative procedures; effective analytical and writing skills and public relations. Ability to learn and effectively operate several technological software programs.

Effectively analyze problems and make sound recommendations in a clear and concise manner; prepare and present comprehensive reports both verbally and in writing; demonstrate excellent analytical and writing skills; and establish effective and cooperative working relationships with those encountered in the performance of duties.

Licenses/Certificates

Requires a valid California driver's license at the time of appointment and throughout the period of employment.

Physical Demands:

The position requires constant sitting and occasional walking and standing; the employee hears and talks with staff, and the general public in person and by telephone. Specific vision abilities required by this job include close vision and the ability to adjust focus. The employee uses hands to operate, fingers to handle or touch office equipment; and reach with hands and arms. The employee bends, stoops, or squats to access, place and retrieve files, supplies and records, and reaches, lifts, and moves records and documents weighing up to 20 pounds.

Mental Demands:

Employees are regularly required to use written and oral communication skills; read and interpret data; use math and mathematical reasoning; analyze and solve problems; learn and apply new information; perform highly detailed work on multiple, concurrent tasks; meet intensive and changing deadlines and interact with City staff, developers, vendors, contractors and the public.

Work Environment:

The employee typically works in office conditions where the noise level is frequently quiet or moderately quiet.

Filing Period

This position is open until Thursday, May 26, 2016. All applicants must submit a completed City application. Resumes alone cannot substitute for the application. An application can be completed online at our website: www.ci.agoura-hills.ca.us, or contact the City of Agoura Hills, 30001 Ladyface Court, Agoura Hills, CA 91301, at (818) 597-7306. For questions only, e-mail: Celeste Bird at cbird@ci.agoura-hills.ca.us.

Application and Selection Process

A comparative review and evaluation of all application materials submitted will be conducted and candidates who possess the most desirable qualifications will be invited to an oral board interview. Be sure to list at least one telephone number where you can be reached or a message can be retrieved during the hours of 7:00 am to 5:00 pm. After an offer of employment is made, a criminal background investigation will be conducted.

General Employee Benefits

- **Health:** City currently contributes up to \$1,472.98/mo towards medical premiums. City pays 100% of dental and vision premiums for both employee and dependents.
- **Short Term (STD) and Long Term Disability (LTD)** insurance is provided by the City.
- **Flexible Spending (FSA):** Medical and Dependent Care available.
- **Aflac** supplemental insurance plans available.
- **Retirement:** California Public Employees' Retirement System (CalPERS) with the following formulas and contributions: 2% @55 for classic members; employer currently pays both the employer and employee portion. 2% @62 for new members; employee pays half the normal cost (currently 6.25%).
- **Deferred Compensation:** City matches up to \$70/pay period of employee's matching 457 contributions.
- **Life Insurance:** 1 ½ times annual salary
- **Sick Leave:** 96 hours per year
- **Vacation:** 1-5 years – 80 hours/yr, 6-10 years – 120 hours/yr, 11+ years – 160 hours/yr.
- **Holidays:** 12 paid holidays per year
- **Administrative Leave:** 40 hours per year
- **9/80 work schedule**