



EMPLOYMENT OPPORTUNITY

MANAGEMENT ANALYST

\$6,983 – \$8,508/month

FULL-TIME/Exempt

*First review: **Tuesday, January 10, 2023, 5:00 pm.**
Apply early. Interested parties are strongly encouraged to submit application materials as soon as possible.*



Why work for the City of Agoura Hills?

When you become part of the City of Agoura Hills family, you will work alongside a team of dedicated, skilled and highly motivated professionals, who contribute their talents and commitment in providing excellent services to our community. Here is an outstanding opportunity to join the Department of Community Services in a dynamic organization dedicated to serving the Agoura Hills community.

What You'll Do

- Conduct or direct assigned projects or program activities; perform research and statistical analysis as assigned; collect, compile, and analyze information from various sources on a variety of specialized topics related to assigned programs; prepare and present reports of findings which interpret data and identify alternatives; make and justify recommendations as to appropriate action.
- Provide assistance to department management, other City personnel, and the public regarding administrative, fiscal, or operational issues, policies, or procedures.
- Participate in the development of department goals and objectives; participate in the development of the department budget and in budget administration; prepare and monitor program grants and related proposals; monitor compliance with applicable contractual agreements.
- Assist in the drafting and implementation of City policies and procedures; compile information and prepare manuals, documents, resolutions, or publications relating to the administrative, fiscal, or operational issues.
- Prepare comprehensive technical records and reports pertaining to assigned area of responsibility; conduct research and comprehensive data collection efforts to support analysis.
- Operate a variety of office equipment including a computer, copier, and facsimile machine; utilize various computer applications and software packages.
- Assist in department public communications i.e. social media, website, etc.

- Creates communication content, updates, and maintains community calendar, and the graphic programming portion of all Community Services information outlets and resources.
- Programs and/or coordinates public service announcements, as needed.
- Perform other duties as assigned.

What You Bring

EDUCATION:

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be; equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration, public administration, or a related field. Two years of increasingly responsible analytical or administrative experience in municipal government.

KNOWLEDGE, SKILLS AND ABILITIES:

- Methods and techniques of research, program analysis, statistical analysis, municipal budget analysis and preparation; principles and practices of municipal administration, and grants management.
- Methods and techniques for record keeping; basic report preparation and writing; proper English usage, spelling, grammar and punctuation; customer service and public relations methods and techniques.
- Modern office practices, procedures, methods and equipment; computer applications in administrative functions; municipal services and operations; and public relations techniques.
- Applicable federal, state and local laws, ordinances and regulations pertaining to local government operations.
- Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative; organize and consolidate statistical data; research information and analyze data to prepare and present sound and effective recommendations.
- Exercise good judgment and uphold confidentiality in maintaining critical and sensitive information, records, and reports; understand, interpret, and apply general administrative and departmental policies and procedures.
- Read, understand, and review documents, policies and procedures for accuracy and relevant information; answer questions and provide information to City employees, outside agencies, and the public; update manuals as required with current information.
- Use applicable office terminology, forms, documents, and procedures in the course of the work; operate a computer and utilize a variety of software programs; use sound judgment in following and applying appropriate laws, regulations, policies, and procedures.
- Prepare, compile and arrange data in a readable and comprehensible manner; proofread and edit draft reports or correspondence for errors in grammar or structure; make accurate arithmetic calculations; type and enter data at a speed necessary for successful job performance.
- Maintain ongoing communication with management regarding department requests; status of projects and completion of tasks; take direction and follow projects through to completion in a timely manner.
- Set priorities, organize work-flow and maintain organization of work and records; multi-task and be responsive to time-sensitive matters; Understand and follow instructions; communicate clearly and concisely, both orally and in writing.
- Perform the essential functions with or without accommodation, which may include lifting up to 20 pounds.
- Current principles, techniques, and objectives of public information and media relations programs, including social networking.
- Principles and practices of various media and social media platforms, including, but not limited to, editing systems, web page design, file transfer protocol (ftp), computer graphics, and digital photography.
- Computer operation, software programs, including graphic design programs.

LICENSES/CERTIFICATIONS/SPECIAL REQUIREMENTS:

Possession of a valid Class C California driver's license, and a satisfactory driving record.

PHYSICAL DEMANDS:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee is regularly required to sit at a desk and in meetings for long periods of time; talk or listen, in person, in meetings and by telephone; use hands and fingers to handle, lift up to 20 pounds, feel or operate standard office equipment; and reach with hands and arms. Intermittently, twist to reach equipment surrounding desk; walk to observe department activities; bend and squat to perform file searches; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; operate an automobile to attend various meetings and workshops.



MENTAL DEMANDS:

While performing duties, the employee is regularly required to use written and oral communication skills; know and understand laws, regulations and codes; remember legal and code requirements; and explain policies and procedures; interact with City management, other governmental officials, employees and the public.

WORK ENVIRONMENT:

Characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job indoors, the work environment is generally in a temperature controlled office. Noise levels in the work environment is usually moderate but the employee may occasionally be exposed to high level noises including but not limited to emergency vehicle sirens, telephones and other office equipment.

ARE YOU READY? APPLY!

Submit your application and resume online at www.agourahillscity.org or to Human Resources, City of Agoura Hills, 30001 Ladyface Court, Agoura Hills, CA 91301. Questions: email Celeste Bird at cbird@agourahillscity.org Resumes may be attached to completed applications; however, a resume will not be accepted in lieu of an official City Application. **The first review will be on Tuesday, January 10, 2023 at 5:00 pm.** Qualified candidates are encouraged to apply early! Candidates with the most relevant qualifications will be invited to interview.

THE FINE PRINT:

Prior to hire, candidates will be required to successfully complete a pre-employment process, including employment verification, reference check and, in compliance with the Immigration & Control Act of 1986, all new employees must verify identity and entitlement to work in the United States by providing required documentation including a criminal history questionnaire and Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprint check. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification from the recruitment process.

Candidates with a disability who may require special assistance in any phase of the application process should advise the Human Resources Department upon submittal of application. Documentation of the need for accommodation must accompany the request. The City of Agoura Hills is an Equal Opportunity Employer (EOE).