**EMPLOYMENT OPPORTUNITY**

**ADMINISTRATIVE ANALYST**

**ECONOMIC DEVELOPMENT**

***SELECTION PROCEDURE***

*The selection process will consist of a review and evaluation of all applicants’ qualifications. Those applicants deemed to possess the most desirable qualifications will be invited to participate in a written or oral examination. The Human Resources Manager may specify the number of eligible to be qualified in the examination or any part thereof.*

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

***HOW TO APPLY:***

*Applicants must complete and submit an original City of Menifee Employment Application to the Human Resources Office, 29714 Haun Road, Menifee, CA 92586.*

***WEBSITE:***[*www.cityofmenifee.us*](http://www.cityofmenifee.us)

*Applications must be received by the Human Resources Office no later than 5:00 pm on the announced closing date.*

***Postmarks, faxes or copies are not accepted.***

**FULL-TIME BENEFITTED POSITION**

**SALARY $56,978 – 69,559 ANNUALLY**

**OPEN UNTIL FILLED**

**DEFINITION:**

Under general supervision, performs a variety of administrative and analytical tasks in specialized programs and project administration. Utilizes comprehensive technical knowledge of assigned projects and programs in order to perform research, make recommendations, and ensure compliance and effectiveness. May act as project leader and provide task supervision to other assigned staff; and performs other related work as necessary.

**SUPERVISION RECEIVED AND EXERCISED:**

Receives general direction from assigned supervisory or management personnel. Exercises no direct supervision over staff. May provide technical and functional direction to lower-level staff.

**EXAMPLES OF DUTIES:**

* Performs a wide variety of professional level research, analytical,

and administrative duties in support of the City’s Economic Development functions, operations, and programs; performs research and studies including economic or financial studies; analyzes and identifies trends.

* Coordinates with City staff to facilitate project processing and

permitting; provides information and assistance to those who contact the Economic Development Division for permit assistance.

* Conducts Geographic Information Systems (GIS) analysis; creates

GIS mapping documents for clients, consultants, City staff, and

developers; creates mapped data for use with business relocation

decisions, staff analysis, and land use decisions; maps data for

marketing purposes, sales tax analysis, and other various analyzes.

* Assists in the preparation of staff reports for various groups,

committees, commissions, and boards; makes presentations; prepares meeting agendas, summaries, and information packets as needed.

* Conducts site location assistance for business locators; researches, gathers, and provides data on available properties; collects data from brokerage companies on available property; prepares and sends information packages to clients; coordinates and conducts business assistance meetings.
* Maintains the Business and Economic Development web page on the City’s website; gathers current data; writes narratives; organizes changes in web page layout and design; coordinates economic development web page updates and changes with City information systems staff.
* Assists in the operations of the Business Incentive and Omsbudsman Programs; attends on-site meetings, field tours, and assists in solving problems and coordinating solutions to business issues.
* Provides support, coordination, and participates in various meetings of various community groups, roundtables, state of the city event, town halls, and any other assigned event.
* Maintains and analyzes a variety of data including business retention, expansion, and client profiles.
* Performs a variety of general administrative, clerical and design/marketing duties in support of the Economic Development Division; prepares articles for economic development newsletter and city-wide newsletters/publication and press releases; assists in the development of the Menifee Matters publication, provides over-the-counter information to the public; responds to requests involving business development; prepares necessary correspondence; organizes/maintains data in spreadsheets; responds to surveys.
* Assists in arranging conferences, seminars, and meetings.
* Prepares service contracts, proposals, staff reports, proclamations, press releases, marketing materials, and other related documents.
* Oversees ongoing projects and programs involving complex operational issues independently or in coordination with other professional staff.
* Assists as departmental liaison to the public, other agencies (ie. Chamber), and other department staff in functional areas of responsibility.
* Analyzes and interprets financial data, complies reports, and budgetary information, and makes recommendations in conformance with pre-approved guidelines.
* Performs research and analysis and provides recommendations for appropriate courses of action.
* Ensures compliance with relevant program regulations and criteria and completes a variety of forms requiring mathematical calculations.
* Performs related duties as required.

**CERTIFICATIONS:**  Must possess a valid California Driver’s License.

**KNOWLEDGE of:**

Ability to handle technical and detailed work related to the principles and practices of economic development, public relations, public administration, grant writing, franchise agreements, producing community events, designing peripheral marketing/publication materials for the public, and assigned functional area. Understanding of municipal budgeting processes, and principles and procedures of administration, economic development, business development and retention, and recordkeeping. Applicable federal, state and local laws, codes and regulations.

**ABILITY TO:**

Apply specialized technical expertise in the administration of assigned functional area. Ensure compliance with program requirements. Schedule and coordinate projects, and set priorities. Independently research questions and make appropriate contacts for problem solving. Independently draft correspondence pertaining to the operations, policies, and procedures of the functional area.

Understand, interpret and apply written materials. Proficiently work in various versions of MS Windows using word, Excel, Outlook, Explorer, PhotoShop, InDesign, Adobe Illustrator, Flash, Power Point, etc. Operate a personal computer and standard office equipment. Exercise sound judgment and make appropriate recommendations. Communicate effectively both orally and in writing with co-worker, supervisors, management, other department representatives, and the public.

Demonstrate flexibility and respond to changing requirements and job assignments. Establish and maintain cooperative working relationships.

**EDUCATION/TRAINING EXPERIENCE GUIDELINE:** Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/Training:** A Bachelor’s degree from an accredited college or university with major course work in planning, public administration, Marketing, business administration, economics, or closely related field.

**Experience:** One year of professional experience related to economic development or working with small businesses.

**PHYSICAL DEMANDS:**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is frequently required to stand, talk or hear; walk; sit; climb or balance; stoop, knee, crouch or crawl. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust and focus. Ability to lift, handle and carry at least 25 pounds. Ability to carry special event gear, supplies and shade cover at least 100 yards. This position will require the employee to work some nights and weekends, especially during City events and community events.

**MENTAL DEMANDS:**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations: learn and apply new information or new skills; work under deadlines with constant interruptions; interact with City staff and other organizations and occasionally deal with dissatisfied or quarrelsome individuals.

**SPECIAL NOTE: A “NO SMOKING POLICY” HAS BEEN ADOPTED FOR ALL CITY FACILITIES AND VEHICLES TO PROMOTE A HEALTH-BASED, SMOKE FREE WORK PLACE AS PART OF THE CITY’S COMMITMENT TO A POLLUTION-FREE ENVIRONMENT.**

PLEASE CONTACT THE HUMAN RESOURCES OFFICE SHOULD YOU NEED SPECIAL ACCOMMODATIONS IN THE PROCESS OF APPLYING FOR THIS POSITION.

**The City of Menifee is an Equal Opportunity Employer**