MANAGEMENT ANALYST II
3-Yr. Limited Term

APPLY ONLINE AT WWW.CALOPPS.ORG

SALARY
$7,552 - $9,441 per month

JOB TYPE
Regular, Full-Time/3-Yr Limited Term

FILING DEADLINE
Thursday, September 7, 2017 at 5:00 PM

THE POSITION
The City of Dublin is currently seeking one full-time Management Analyst II in the City Manager’s Office to provide administrative and analytical support in the Economic Development division. This position will assist the Assistant to the City Manager in economic development activities, legislative analysis, and special assignments. Most importantly, the City is looking for an enthusiastic, creative individual who enjoys varied work assignments and is effective in working with others.

EXAMPLES OF DUTIES
The following key elements describe the basic duties and responsibilities of the position:

• Participates in the planning, development and implementation of economic development programs and activities.
• Provides technical and administrative support to the City’s Economic Development Committee.
• Identifies assistance needed by property owners, developers, businesses, or the general community including, but not limited to marketing, business establishment and promotion, and financial assistance.
• Serve as ombudsperson, when needed, to businesses interfacing with City departments.
• Prepares a variety of reports and conduct economic research on retention, expansion, and attraction of business including outreach and education.
• Monitors and update marketing materials/advertising, web page, brochures, etc.
• Maintains community profile information for the City.
• Assists in the preparation of budgets for specific economic development programs and city-wide organizational budgets.
• Conduct day-to-day management of business incentive programs for the City.
• Researches and prepares grant applications, including maintaining existing programs for compliance with regulations.
• Conducts organizational, administrative fiscal studies, conduct surveys and collects information on operation and administrative issues; evaluate programs and initiate studies and analyses.
• Organizes and coordinates events and markets programs to public agencies, the business community or general public; coordinate contract arrangements between the City and other agencies.
• Performs specific assignments or routine special projects as assigned.

Other Related Functions
• May serve as facilitator and/or recorder at the City’s Economic Development Committee meetings.
• Confer with developers after parameters have been established.

QUALIFICATIONS
1. **Education:** A Bachelor’s degree from an accredited college or university, majoring in Public or Business Administration or in a closely related field is required. A Master's degree in Public or Business Administration or in a closely related field is preferred.
2. **Experience:** A minimum of two years of full time professional experience in Public or Business Administration is required.
3. **Licenses, Certificates and Special Requirements:** Possession of a valid California Class C drivers’ license and Certificate of Automobile Insurance for Personal Liability is required.

Knowledge of
• Elements of economic development law, finance, planning and zoning, administration, and development techniques including, assisting project proponents in developing initial strategies, business retention and expansion opportunities.
• Research techniques, statistical methods, and report writing.
• Business marketing.
• Principles and practices of public administration including budgeting and/or program management.
• Personal computer and the use of Word, Excel and other related software programs.
• Organizational functions, policies, and administrative procedures of local government.
• Correct English usage, spelling, grammar and punctuation.

Ability To
• Analyze information/data effectively and make appropriate recommendations.
• Plan, organize, and administer programs and/or projects.
• Interpret rules and regulations.
• Establish and maintain effective working relationships with others.
• Communicate effectively, orally and in writing.
• Complete assigned tasks with minimum direction, and complete tasks in a timely and effective manner.
• Attend all meetings as assigned.
• Make public presentations as assigned.
• Operate a motor vehicle in order to attend meetings at offsite facilities.

BENEFITS
The City of Dublin offers an attractive salary compensation and benefits plan in a professional, growth-oriented environment. The salary range for the **MANAGEMENT ANALYST II** position is **$7,552 – $9,441** per month. The following benefits will complete the compensation package:

• Classic CalPERS Members – 2.7%@55; EPMC 0%; 7% Cost Sharing; Single Highest Year
• New CalPERS Members Tier effective 1/1/13 – 2.0%@62; 3.05 Cost Sharing; 3-Year Final Avg. Compensation
• Pay-for-Performance system available
• Choice of medical plans through PERS with the City contributing up to $1,680.00 per month
• Post-retirement medical provided under Government Code Section 22892(b) as established by the Public Employees’ Medical and Hospital Care Act (PEMHCA) through CalPERS; PEMHCA Minimum.
• City-paid full family dental insurance
• City-paid single vision plan; optional family coverage
• IRS Section 125 plan/$900 annual account seed money (HRA)
• City-paid $50,000 term life insurance
• City-paid long-term disability insurance
• Employee Assistance Plan
• Education reimbursement program
• Thirteen paid holidays (including one floating holiday) per year
• Administrative Time Off – 40 hours of administrative leave annually, with the option of being paid for up to 20 hours
• Approximately 22 days per year of General Leave in lieu of traditional sick & vacation leave; increases with longevity

In addition to the above benefits, the City offers voluntary participation in a deferred compensation program, short-term disability program, supplemental life insurance, Dependent Care Assistance program and a credit union. The City of Dublin does not participate in the Social Security system except for a mandatory Medicare.

ABOUT THE DEPARTMENT
The purpose of Dublin’s Economic Development division is to enhance and maintain the City’s economic base through programs and activities, which focus on business promotion and retention. The goal of this effort also includes addressing issues related to the revitalization of existing commercial areas in order to protect the competitiveness of our local economy. This essential program is administered through the City Manager’s Office.

ABOUT THE CITY
The City of Dublin is located in eastern Alameda County, approximately 35 miles southeast of San Francisco. The City was incorporated in 1982 with a population of 53,462 within 14.59 square miles. Dublin's strategic “crossroad” location at the intersection of Interstate 580 and 680 has made the City freeway close and conveniently accessible to the Bay Area with two BART stations.

COMMITMENT TO COMMUNITY SERVICE
The City of Dublin is continually striving to enhance the services provided to our customers. The City organization is committed to creating a challenging and rewarding environment in which all employees representing the City are motivated to respond to the needs of the City’s customers. In setting high standards for ourselves, we take pride in:

• Being a responsive and proactive City team, in touch with the changing needs and expectations of the Dublin community.
• Providing the highest level of quality service in all City programs and activities.
• Promoting a “can do” attitude using common sense along with technical/professional knowledge.
• Being committed to high professional standards. A professional attitude encourages an objective approach to analyses of issues.
• Providing information and resources to our customers in a friendly and helpful manner.

THE SELECTION PROCESS
The best qualified candidates, as determined by an initial screening of applications, will be invited to participate in an interview process which will consist of written and/or oral components. Finalists may be requested to submit personal information necessary to conduct a complete background investigation prior to a final selection by the City.
Candidates who successfully complete the interview process may be placed on an employment eligibility list. This list may be canceled at any time, without notice to candidates. All offers of employment are conditional upon the ability to provide verification of authorization to work in the United States. In addition, positions located in the Parks and/or Police Services Department are subject to a background check, including fingerprinting prior to employment.

**EQUAL OPPORTUNITY EMPLOYER**

In accordance with Federal and State laws, the City of Dublin does not discriminate on the basis of race, religion, color, national origin, ancestry, handicap, disability, medical condition, marital status, sex, or age.

**HOW TO APPLY**

Apply online at [www.CalOpps.org](http://www.CalOpps.org). Once there, click on “Member Agencies,” “City of Dublin,” then on “Management Analyst II” and “Apply Now.” Applications must be received by 5:00 p.m. on Thursday, September 7, 2017. No faxed or e-mailed applications or postmarks will be accepted.

**THIS ANNOUNCEMENT** is meant only as a general description guide and is subject to change. The information contained herein does not constitute an expressed or implied contract of employment and these provisions are subject to change.