Open/Competitive Opportunity

ADMINISTRATIVE ANALYST
ASSIGNED TO ECONOMIC DEVELOPMENT

$5269 - $6424 per month

FINAL FILING DATE: MONDAY, DECEMBER 2, 2019 AT 5:30 P.M.

Duties: The Administrative Analyst is a Non-Represented Professional/Supervisory position that performs a variety of activities in the analyzing, designing, implementing, coordinating, and evaluating of programs within the Economic Development Department. This position will be required to attend commercial and industrial trade shows to market the City to prospective companies; conduct marketing, advertising, and proposal preparation; perform website, social media, and project management; and perform other duties as assigned.

Qualifications: Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an Administrative Analyst. A typical way of obtaining the required qualifications is to possess the equivalent to a Bachelor’s degree from an accredited college or university in public or business administration, industrial relations, or related field and a High School diploma or GED. One (1) year of experience as an Administrative Aide may be substituted for up to twelve (12) semester units. Possession of, or ability to obtain, a valid class “C” California driver’s license.

Fringe Benefits:
- Prior Public Service—CalPERS Formula 2.7% @ 55 (Employee contributes 8% (employee cost) and 1% (cost sharing) of annual salary)
- CalPERS Pension Reform Formula 2% @ 62 (Employee contributes 6.75% (normal cost) of annual salary)
- Health Benefits – up to $1,113 per month toward medical, dental and vision insurance
- City paid
  - Employee Only Premium for Dental Insurance
  - Employee Only Premium for Vision Insurance
  - Life Insurance (1 x annual salary)
- Short Term and Long Term Disability Insurance participation required
- Vacation (80 hours accrued during first year)
- Administrative Leave 55 hours per fiscal year
- 12 holidays
- Sick leave (96 hours per year)
- 401 (a) Deferred Compensation Plan (2% of salary – City paid)
- IRS 125 Plan Flexible Spending Accounts available
- Employee Assistance Program available
- Tuition Reimbursement Program (Up to $3,000 a fiscal year available for eligible employees).
- 9/80 Work Schedule/Adjusted Workweek Schedule participation required
- The City does not participate in the Social Security program, except for the mandatory 1.45% Medicare Contribution

TO APPLY: Interested applicants are required to submit a City application. All applications will be screened and only those candidates who best match the needs of the City will be invited to compete further in the selection process. Based on the qualifications from this recruitment's applicant pool, the City will exercise its discretion to determine the weight of testing (100%, pass/fail, or a conversion 40%-60%). Testing may include a written, interview, and/or assessment examination. Applicants will receive notification regarding recruitment status within three (3) weeks of final filing date.

To be considered for City employment, applications must be submitted using the online employment application system. This application can be accessed from the City’s website at www.cityofhesperia.us.

Please visit the Employment page at www.cityofhesperia.us to view full job description and expanded list of qualifications.

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