ABOUT DANA POINT

The City of Dana Point (population 34,264) is located halfway between Los Angeles and San Diego in the southern part of Orange County. Dana Point is characterized by nearly seven miles of prominent coastal bluffs, beaches and rolling hills along the Pacific Ocean. The City’s business sector is comprised of resident and tourist serving businesses; hotels and five-star resort facilities such as the Ritz Carlton and Monarch Beach Resort.

Incorporated in 1989, the City operates under the Council-Manager form of government and has an annual General Fund operating budget of approximately $34 million.

The City’s mission is to set the standard for an exceptionally livable city. Staff provide high quality services to maintain and enhance the community’s environment and quality of life and meet the goals of the City Council.

EMPLOYEE BENEFITS

The City of Dana Point prides itself on hiring qualified individuals who enjoy working in a challenging, but fun environment. We hope you consider joining the Dana Point Team!

COMPREHENSIVE ANNUAL LEAVE (CAL) - Each employee, based on years of service, accrues a specified number of hours per year to use for personal leave, sick leave, and/or vacation leave. The annual CAL accrual schedule currently is as follows: Years 1-3: 120 CAL hours, Years 4-6: 160 CAL hours, Years 7-9: 200 CAL hours, Years 10+: 240 CAL hours.


ALTERNATIVE WORK SCHEDULES - Employee may have the option of working a 5/40 or alternatively a 9/80 work schedule with supervisor and department head approval.

RETIREMENT - The City is a member of the California Public Employees Retirement System (CALPERS). The City’s contract provides a 2%@55 formula for Classic Members and 2%@62 for New Members. Employees are responsible for paying the full employee contribution toward the retirement system, which is currently 7%, plus an additional 0.5% for Classic Members and 6.75% for New Members.

HEALTH BENEFITS - The City has a cafeteria-style benefit program. This position is currently provided a $1,275 monthly benefit allowance to use toward monthly insurance premiums. The options include medical, dental, vision, life and disability insurance. A 457 deferred compensation plan, and a Section 125/129 flexible spending account program is also available. A small gym is located onsite at City Hall and is available for use by employees.

EDUCATION REIMBURSEMENT - The City may reimburse eligible employees for education expenses, up to the cost of fulltime, in-state course work at a California State University.
ABOUT THE POSITION

The City of Dana Point is seeking an experienced individual to perform a full range of professional and technical duties in support of the City's Economic Development Division of the City Manager's Office. The Management Analyst will perform a wide variety of analytical and administrative duties including special projects, research studies, budget analysis, and contract administration. Applicants with municipal government and/or budget experience are encouraged to apply.

This is a non-exempt position under FLSA standards.

EXAMPLES OF ESSENTIAL DUTIES – Typical duties assigned to this position include, but are not limited to:

- Research and analyze a variety of complex financial, budget or administrative issues or questions; review records, files, legislation and other resource materials; compile data; interview or meet with other staff, representatives of other agencies, business representatives and others to obtain additional information; develop and present written or verbal recommendations.
- Compile and analyze data, and make recommendations on the formulation of policies and procedures.
- Conduct surveys, and analyses on administrative, fiscal, and economic development and general community matters.
- Assist in the implementation of new or revised programs, systems, procedures, and methods of operation; may supervise or direct assigned programs and administrative support functions including budgeting, purchasing, or other specialized department programs.
- Participates in special projects including research and drafting of new programs, services and/or policies, budget analysis and preparation, and feasibility analyses.
- Compiles materials and prepares or assists in the preparation of Council agendas, reports, manuals, community marketing materials or publications.
- Designs and prepares written materials to explain City programs and procedures. May create and deliver presentations for City Council and a variety of community groups.
- Interacts externally and coordinates assigned activities with other City Departments and outside agencies.
- Assist in contract negotiations; monitor compliance with applicable contractual agreements.
- Coordinate activities and special events with other City departments, the public and outside agencies.
- Participate in the preparation and administration of assigned operating and capital budgets.
- Prepare and monitor program grants and related proposals.
- May serve as staff liaison to a City commission or committee; and provide administrative support and coordination.
- May supervise subordinate personnel as assigned.

THE IDEAL CANDIDATE

The ideal candidate will possess the following qualifications:

KNOWLEDGE OF:

- Principles and practices of budget preparation and administration.
- Methods and techniques for writing and presentations, contract management, business correspondence and information distribution; research and reporting methods, techniques and procedures.
- Basic operations, services and activities of an economic development program.
- Pertinent federal, state, and local laws, codes and regulations.
- General knowledge of municipal programs such as, but not limited to, purchasing, risk management, finance, budgeting, accounting, or other municipal government related programs.
- Marketing, public relations, advertising, promotion of municipal programs and special events.
- English usage, spelling, grammar and punctuation.
- Safe work and driving principles and practices.

ABILITY TO:

- Understand business attraction, retention and expansion activities.
- Develop and present oral and written recommendations on a variety of budget and administrative issues.
- Write clear, logical and concise reports and correspondence on a variety of financial, budget and administrative issues.
- Analyze technical and administrative issues, evaluate alternatives, and make sound recommendations.
- Administer assigned programs and projects.
- Communicate effectively and maintain effective, positive and harmonious working relationships with citizens, City officials, staff, and others regarding a variety of City policies, procedures and practices.
- Work independently with minimal supervision.
- Exercise tact and diplomacy when dealing with the public.
- Present ideas and concepts persuasively in speaking before groups or writing for publication.
- Participate in occasional City functions, activities and/or meetings during evening, weekends and/or holidays.
Use a computer and software programs including Microsoft Word, Excel, Power Point and Outlook, Adobe and other specialized programs associated to the position to perform administrative or statistical analysis related to assigned duties. Wordpress, CRM and experience with social media is highly desired.

QUALIFICATIONS

EDUCATION AND EXPERIENCE:
The following combination of education and experience is most typically likely to provide the requisite knowledge, skills and abilities:

- Bachelor’s degree from an accredited college or university with a major in planning, public administration, business administration, economics, or closely related field. Master’s degree in related fields is highly desirable.
- Three years’ experience researching, analyzing, and recommending policies, procedures or actions on a variety of administrative issues. Economic development, marketing, and/or public relations strongly desired.

LICENSES OR CERTIFICATES:
- Possession of or ability to obtain a valid California driver’s license

WORK ENVIRONMENT:
The work environment described herein is representative of those an employee encounters while performing the essential function of this job. Primarily office environment with controlled temperature conditions and exposure to environmental factors and hazardous physical substances are minimal and pose little to no risk of injury. Occasional driving to meetings, events and/or vendors may be required.

PRE-EMPLOYMENT EXAMINATIONS:
The City of Dana Point requires a pre-employment physical examination, including a drug screen. Offers of employment are contingent upon successful completion of these examinations. This flyer does not represent a contract and may be changed at the City’s discretion.

PHYSICAL REQUIREMENTS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Position may require the ability to perform occasional light lifting and carrying; sitting for prolonged periods of time; occasional walking, standing and/or bending. Continuous hand use and finger dexterity needed to use computer keyboard and operate standard office equipment; may require occasional pushing and pulling; and occasional use of hand and foot controls for driving. This position also requires the ability to have near vision for reading correspondence, reports, agendas and other records. Good hearing is required when communicating on the telephone or in person.

EQUAL OPPORTUNITY EMPLOYER:
The City of Dana Point is an Equal Opportunity Employer. The City will assure equal employment opportunity and fair employment practices to all persons regardless of race, color, religion, age, national origin, ancestry, marital status, veteran status, gender, sexual orientation, medical condition or disability as defined by law. Qualified applicants with a disability will receive reasonable accommodation during any phase of the selection and hiring process providing such request is made to the Personnel Office at least five working days in advance (949-248-3514).

SPECIAL NOTICES:
The Immigration Reform and Control Act of 1986 requires that you must be a U.S. citizen or an alien lawfully authorized to work in the United States to be eligible for hire. Any offer of employment extended to an applicant is contingent upon the applicant providing the appropriate documentation prior to commencement of employment.

APPLICATION AND SELECTION PROCESS

OPEN UNTIL FILLED
First Review: February 7, 2020

If the City’s needs are not fully met based on the first review, the City will continue to accept applications and may conduct subsequent application reviews.

All applicants must complete a City Employment Application. The City Employment Application is available in PDF format on the City’s website at www.danapoint.org, Employment tab, or at City Hall.

Please mail completed applications to:

CITY OF DANA POINT
ATTN: HUMAN RESOURCES
33282 GOLDEN LANTERN, SUITE 203
DANA POINT, CA 92629

Completed applications will also be accepted via email:

hr@danapoint.org

Personal resumes will not be accepted in lieu of the City application. You are encouraged to attach a copy of your resume to the City application.

Applications will be reviewed, and those applicants with the most suitable qualifications will be invited for an oral interview.

Note that the majority of correspondence with applicants will be via email, so check your email regularly.