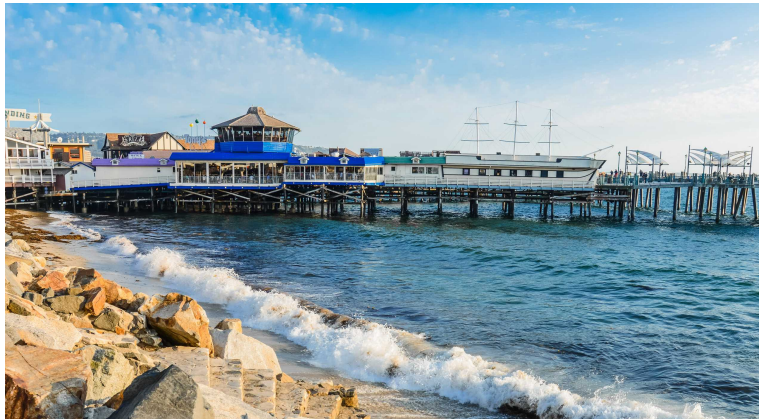




CITY OF REDONDO BEACH
invites applications for the position of:

Senior Management Analyst

SALARY:	\$6,230.00 - \$8,045.00 Monthly \$74,760.00 - \$96,540.00 Annually
OPENING DATE:	06/15/22
CLOSING DATE:	Continuous
DEFINITION:	



Come work by the ocean for the beautiful City of Redondo Beach!

The **Senior Management Analyst** position performs professional-level administrative duties and specialized analytical duties to achieve successful results in support of the City's mission, goals, policies and objectives.

The current opening is in the [Waterfront and Economic Development Department](#). The Waterfront & Economic Development Department oversees the property management and operations of King Harbor and serves as lead department for the revitalization effort underway in the Waterfront and key commercial districts within the City.

All applicants are required to attach a current resume. This post is continuous and will remain open until the position is filled. Initial application review will commence the week of July 5, 2022. Prompt application is encouraged.

EXAMPLES OF DUTIES, RESPONSIBILITIES AND EXPECTATIONS:

This position is accountable as a team member to perform administrative and support duties and services including, but not limited to:

- Planning, organizing and directing specialized programs and projects
- Formulating program/project policies and procedures
- Preparing and supervising the administration of the program/project budget

- Supervising staff members, providing a variety of administrative support services and performing general research and specialized research in areas such as grants management, environmental concerns and public relations
- Acting as a resource to staff
- Directing staff activities with the public, city departments and other outside organizations in connection with programs and projects
- Directing the preparation and dissemination of the information to the public and the media, including but not limited to drafting press releases, managing social media, updating the city website, and handling complaints and requests for information
- Conducting complex administrative research, which may include the use of studies and surveys
- Drafting reports recommending appropriate courses of action for problems
- Conducting administrative analyses addressing methods to improve and increase the efficiency of municipal operations
- Directing the preparation of reports, press releases, documents and correspondence
- Making public presentations, including presentations to the City Council and/or representing the City Manager or Department Head at City boards, civic or professional groups and/or commission meetings
- Working irregular hours including evenings, nights, weekends and holidays, as necessary; being available for call-back and automatic return to work within a reasonable response time for major emergencies, disasters, critical incidents and as otherwise required
- Exercising critical thinking towards thorough and professional recommendations and completed staff work
- Providing internal and external customer services; communicating effectively orally and in writing with the public and fellow employees; solving problems and supporting the City's mission, policies, goals and objectives
- Establishing and maintaining effective working relationships and working cooperatively with co-workers, and other members of the supervisory/management team, City staff, other agencies and the community
- Exercising tact, self-restraint and good judgment; taking initiative to achieve positive, timely results for the organization with diplomatic skills and ethical conduct; conducting duties, responsibilities, tasks and assignments with a constructive, cooperative, positive and professional attitude and demeanor
- Supporting the City's corporate values of: openness and honesty; integrity and ethics; accountability; customer service; teamwork; excellence; and fiscal and environmental responsibility
- Performing other duties as required

When assigned to the Waterfront & Economic Development Department, this position may also perform the following duties:

- Creating, planning, organizing and directing specialized programs and projects;
- Directing staff activities with the public, city departments and other outside organizations in connection with programs and projects;
- Conducting complex administrative research, which may include the use of studies and surveys;
- Creating maps, diagrams, and spreadsheets to visualize and track research data;
- Providing a variety of administrative support services in areas such as grant writing, grant management, environmental concerns and public relations;
- Assisting the City Manager's Office with specialized research and projects;
- Coordinating property management, maintenance and operational activities for the various King Harbor tenants;
- Tracking and preparing revenue and expenditure reports for City leaseholds;
- Assisting with the preparation of the Waterfront and Economic Development departmental budget;
- Reviewing leaseholds and vendor agreements for contract compliance;
- Soliciting proposals from outside vendors and coordinating contract approvals;
- Ensuring the orderly management and accessibility of leaseholder and contract data;
- Preparation and dissemination of information to the public and the media, including but not limited to drafting press releases, managing social media, updating the city website, and handling complaints and requests for information;

- Drafting comprehensive staff reports for the City's Harbor Commission and City Council recommending appropriate courses of action.

CLASSIFICATION:

The position is exempt under the Fair Labor Standards Act and the employee is a member of the Classified Service.

MINIMUM QUALIFICATIONS:

THIS POSITION REQUIRES:

Knowledge of:

- Basic information on materials, equipment, regulations, principals, procedures and/or practices necessary to perform the required duties including but not limited to:
 - Public administration, quantitative and management analysis techniques, report writing, grant writing, public relations, project management and areas of specialty within specifically assigned departments
- Budgeting principals, techniques of organization and methods studies
- Human relations principals and practices
- Practices, techniques and methods to accomplish the City's goals and objective by combining the appropriate people, resources, process and time to achieve results
- Microsoft Office products and computer literacy

The ability to:

- Analyze and solve administrative problems
- Prepare factual reports and make reasonable conclusions and recommendations for administrative actions
- Keep abreast of current developments in area(s) of specialty
- Communicate using email programs and understand and adhere to City policies for information technology

The following competencies:

- Sound decision making skills
- Critical thinking ability
- Problem-solving and innovation skills
- Drive for results
- Analytic skills
- Interpersonal, customer service and diplomatic skills
- Ethical conduct
- Proven top performance

MINIMUM QUALIFICATIONS INCLUDE:

- Graduation from an accredited college or university with a bachelor's degree in public or business administration or in area(s) of specialty
- At least three (3) years of professional work experience with at least one year of supervisory experience
 - Experience should include providing general staff assistance and program administration in the area(s) of specialty
- Valid California Driver License

SUPPLEMENTAL INFORMATION:

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires mobility, hearing, vision and dexterity levels appropriate to the duties to be performed. Work is primarily performed in a standard office setting with exposure to computer glare, vibrations and pitch. Ability to lift, carry and move objects up to 25 pounds is also required.

The position requires meeting the physical employment standards for the classification.

SELECTION PROCESS:

The selection process may include but is not limited to: application review and evaluation, written examination, performance test and interview. All employment offers made by the City are contingent upon establishing proof of a prospective candidate's legal authorization to work in the United States and successfully passing all components of the pre-employment process, such as: reference check, background investigation, fingerprint criminal history check, post-offer drug test, post-offer psychological and post-offer medical examination, the cost of which will be borne by the City.

Candidates must fill out the employment application and supplemental questions completely and accurately. Incomplete applications, including references to "see resume", are considered incomplete and will be disqualified.

The City of Redondo Beach is an Equal Opportunity Employer. The City will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Candidates with a disability who may need accommodation during the selection process must notify the Human Resources Department at least five (5) business days in advance of the test date.

Note: All candidates seeking initial hire with the City of Redondo Beach are required to be fully vaccinated against COVID-19. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.redondo.org/jobs>

Position #21/22-00058
SENIOR MANAGEMENT ANALYST
CN

415 Diamond Street
Door 3
Redondo Beach, CA 90277
310-318-0659

human.resources@redondo.org

Senior Management Analyst Supplemental Questionnaire

- * 1. Are you currently in possession of a valid California Driver's License?
 - Yes
 - No
 - I possess a valid out-of-state Driver License

- * 2. Please indicate your highest level of education completed.
 - Some High School
 - High School Graduate or GED Equivalent
 - Some College or Community College
 - Associate's Degree
 - Bachelor's Degree

- Master's Degree
- Doctorate Degree

* 3. How many years of professional-level work experience do you possess?

- Less than 1 year
- 1 to less than 2 years
- 2 to less than 3 years
- 3 to less than 4 years
- 4 or more years

* 4. How many years of supervisory experience do you possess?

- Less than 1 year
- 1 to 2 years
- 2 to 3 years
- 3 to 4 years
- 4 or more years

* 5. Please check the groups/boards/commissions in which you have experience with public speaking/presentations (check all that apply).

- City Council
- Citizen Groups
- Commission or Committee
- Professional Groups
- Other
- None

* 6. Please indicate each of the following areas in which you have experience.(check all that apply)

- Administrative research and analyses
- Budget administration
- Conducting analytical studies and surveys
- Grant and/or report writing
- Preparing staff reports for governing bodies
- Project management
- None

* 7. In one paragraph, briefly summarize your work experience as it relates to public administration, quantitative and management analysis techniques, financial analyses, property management, report writing, grant writing, public relations, and/or project management.

* Required Question