Are you eager to make a tangible impact on your organization's growth and contribute to their success? If so, an exceptional opportunity awaits you at the City of Diamond Bar as a Management Analyst! We are seeking three (3) highly skilled and motivated Management Analysts to join our team of dedicated professionals.

The City of Diamond Bar’s “Employer of Choice” initiative, in the City Council’s adopted Strategic Plan, is an investment in and support of the City staff as we aspire to attract and retain talented employees and build a culture of communication, collaboration, service excellence, innovation and development. One of the staff-led programs that supports this key initiative is known as the Human Capital Investment Program (HCIP). During the FY 2023/24 budget adoption process, the City Council approved three (3) new Management Analyst positions to join our team. Two (2) of the new positions will be in the City Manager's Office and the third position will be in the Public Works Department.

In the City Manager's Office with a focus on Environmental Services, some of the key responsibilities will include:

- Assist with the development and implementation of effective strategies, policies, and procedures to improve environmental sustainability, reduce waste, conserve resources, and minimize environmental impacts.
- Assist with the annual budgetary process including the AB939, Beverage Container Grant, Used Oil Grant, Waste Hauler Fund. Prepare revenue summary reports for the annual AB939, Education Fees, Franchise Fees, Road Maintenance and Street Sweeping Contributions, outlining potential new AB939 programming.
- Assist with the Preparation of comprehensive reports for end of year CalRecycle Grants and Environmental Annual Report.
- Assist with successful economic development programming including Diamond Bar Restaurant Week. This annual event is held collaboratively with the local Chamber of Commerce and local dining establishments.

In the City Manager's Office with a focus on Organizational Performance, Development and Innovation, some of the key responsibilities will include:

- Play a vital part in shaping the future of our City by supporting key initiatives focused on Economic Development, Customer Service, and Performance Management.
- Assist with the City’s upcoming Fee Study.
- Assist with the creation of an economic development program.
- Assess and recommend improvement(s) to the City’s existing Diamond Ride Program.

In the Public Works Department, some of the key responsibilities will include:
• Manage the NPDES program in cooperation with the City’s consultant and manage the Measure W program, including preparation of the City’s Measure W Annual Plan and tracking of implementation of the plan.
• Manage annual process approval for Assessment Districts in coordination with the City’s consultant.
• Administer the Capital Improvements Program (CIP) and the department operating budget cooperatively with the department management and staff.
• Apply for special funding opportunities related to traffic and transportation programs, prepare and submit related reports.

**Minimum Qualifications**

**Education:** Equivalent to a Bachelor’s degree in Public or Business Administration, Management, Finance, or closely related field.

**Experience:** One or more years of administrative analysis and/or internship work with a local governmental agency.

**Preferred Qualifications**

• Experience as a Management Analyst or similar role
• Master's Degree
• Language proficiency in Chinese (Mandarin) or Korean

*If you are a proactive, analytical thinker with a passion for driving organizational improvements, we encourage you to apply for this exciting opportunity. Join our dynamic team and contribute to the growth and success of our organization!*

To apply, please go to:  