



**CITY OF SANTA MARIA**  
invites applications for the position of:  
**Management Analyst I**

An Equal Opportunity Employer

---

**SALARY:** \$5,895.39 - \$7,165.90 Monthly

**OPENING DATE:** 11/07/19

**CLOSING DATE:** 12/02/19 08:00 AM

**OPPORTUNITY:**

**Interview Date: 12/19/19**  
**Desired Start Date: 01/06/20**

**If you have further job-related questions please contact staff in the HR Division at 805-925-0951 x2203. If you are experiencing any technical (computer related) difficulties, please call the NEOGOV help line for technical assistance at 1-855-524-5627.**

The City of Santa Maria is currently recruiting for:

- Finance Department (one position)
- Public Works Department/Transit Division (one position)
- Santa Maria Public Library (one position)
- Recreation and Parks Department (one position)

**WHO WE ARE:**

The City of Santa Maria is a full-service City with a City Council/City Manager form of government with over 700 employees, an annual budget of approximately \$222 million for FY 2019-20 and serves approximately 108,000 constituents. The City of Santa Maria is located on the beautiful central coast of California and covers over 23 square miles. The City has a harmonious balance of maintaining coastal and agricultural lands while promoting business. Santa Maria has been recognized nationally as an All-America City by the National Civic League and offers reasonably priced housing, community festivals, quality schools, and is in close proximity to beaches, cultural arts, a local airport, wineries, and higher education institutions.

**WHAT WE DO:**

The Management Analyst I in the **Finance Department** will be an important member of the Department's management team and will be instrumental in all aspects of budgeting, monitoring, and administering the finances of the Department. Typical duties may include assistance in preparation of the department and City-wide budgets and subsequent monitoring after adoption; grant monitoring, reporting and reconciliation; assistance with human resources duties for the department; development of internal billing rates among other things.

The Management Analyst I in the **Public Works/Transit Division** will lead the Division's marketing efforts, analyze operations, assist in the development of both the short and long range plans, prepare schedules and grants, and develop marketing campaigns to attract new

riders. In addition, this position will play a key role in developing new services, managing new projects, tracking grants, and monitoring quality control for the City's transit services. The Management Analyst I will need to act as the Transit Services Manager in their absence and will be an integral position in the Divisions succession plan.

The Management Analyst in the **Public Library** is an important part of the Library's management team. The Analyst will be the primary human resources liaison and the fiscal officer for the library. This position takes a leadership role in facilities planning and external communications, serves on city-wide committees like safety and training, and manages library contracts and grants. The management analyst supervises the administrative office and works closely with the City Librarian.

The Management Analyst in the **Recreation and Parks Department** is an important part of the Department's management team. The Analyst will be the primary human resources liaison and the fiscal officer of the department. This position takes a leadership role in external communications, serves on city-wide committees, and manages the Department's contracts and grants.

#### **WHAT WE ARE LOOKING FOR:**

- Dedicated to providing excellent customer service to both internal and external customers
- Excellent analytical skills
- High Motivation/Self Starter
- Positive/Can Do Attitude
- Excellent organization and planning skills
- Team player
- Effective communicator
- Detail & solution oriented
- Experience with grants or similar types of funding agencies
- *Finance Department:* Technically sound Accounting and/or finance background
- *Transit Division:* Marketing and/or Transit background is preferred

#### **DETAILED JOB DESCRIPTION:**

[Management Analyst I](#)

#### **REQUIRED SUBMITTALS:**

##### ***Due upon application:***

- Cover letter
- Résumé

#### **EXAMPLES OF DUTIES:**

*The following duties are typical of this classification and are intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s), and are not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement to address business needs and changing business practices. Further, assignments may vary depending on the department and/or division needs.*

Performs analytical and technical support duties at a professional level for an assigned department; participates in the research, development, implementation and review of operational and administrative processes, procedures and programs; provides a professional-level resource for organizational, managerial, and operational analyses and studies; assists in the recruitment and onboarding processes; prepares surveys, studies, analyses and provides recommended course of action; depending on assignment, assists in technical human resources-

related work as assigned; prepares a variety of professional documents, policies, procedures, etc; assists in developing goals, objectives, policies; may act as fiscal officer and grant and/or contract administrator; interprets policies as it pertains to their respective department; coordinates departmental training; may participate on a variety of interdisciplinary committees and represent the City on a variety of community and stakeholder groups; serves as a liaison to other departments and other agencies; develops and implements internal communication strategies and training; may work with other departments, community organizations and the private sector to expand opportunities to reach the public with information about City services; assists in monitoring and coordination of the department's webpage and the production of department-wide publications; may be responsible for media communications; assists in interpretation, implementation, and documentation of new technology; may coordinate programs; depending on the assignment, assists in the City's legislative lobbying program relating to issues of concern in the assigned department, including monitoring and analyzing pending legislation, preparing correspondence and reports; may be required to supervise staff or volunteers; makes every reasonable effort to continually improve the manner in which the job is performed and increase the quality of service to the public; and performs other duties as assigned. Assignments may vary depending on the department and/or division needs.

### **MINIMUM QUALIFICATIONS:**

#### Education:

Bachelor's degree in business management, public administration, communication, or related field required. Increasingly responsible experience in business, management, finance, public administration or a related field will be accepted in lieu of a degree, with two years experience counting toward one year of education.

#### Experience:

One year experience in municipal government administration coordinating projects requiring use of analytical and effective organizational skills.

**OR** any combination of education, training and/or work experience to demonstrate knowledge, skills, and abilities to meet the above minimum requirements.

#### Knowledge of:

City government practices and operations; reporting methods and techniques; methods and techniques of data collection, pertinent federal, state, and local laws, codes and regulations; research and report preparation; methods and techniques of statistical analysis; principles of project management; principles of community relations; principles and practices of effective supervision; computer presentations and graphic software; modern office procedures, methods and equipment, including computer operations and office software applications such as Microsoft Office suite; principles of business letter writing and report preparation; principles of training; principles and practices of record keeping and records management; English usage, spelling, grammar, and punctuation; and principles and practices of exemplary customer service.

#### Ability to:

Perform responsible and complex administrative support duties and special assignments involving the use of sound judgment; learn the organization, procedures, and operating details of the City department to which assigned; understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities in a timely manner; effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the City; coordinate multiple projects and meet critical deadlines; communicate effectively in both oral and written form; take a proactive approach to problem solving; effectively supervise subordinate staff; analyze, interpret, and apply pertinent federal, state, and local laws, codes and regulations as well as City policies and procedures; respond tactfully, clearly, concisely, and appropriately to inquiries from the public, or other agencies on sensitive issues in area of responsibility; manage major projects and programs; maintain confidentiality of sensitive personnel and City information; independently prepare correspondences and

memoranda; research, compile, analyze, interpret and prepare a variety of fiscal, statistical and administrative reports; work independently in the absence of supervision keeping within parameters as directed; attend work, as scheduled, on a regular basis, to effectively perform the position's required duties and responsibilities, and stay after hours as needed in order to attend meetings and complete assignments; practice and exemplify the City of Santa Maria's Mission Statement; collaborate with a variety of diverse interest groups in reaching a consensus for the betterment of the community; demonstrate an awareness and appreciation of the cultural diversity of the community; operate and stay current in the use of modern office equipment including a computer and supporting applications; and establish and maintain effective working relationships.

License:

Possession of a valid and appropriate California Driver License. Must have and maintain a satisfactory driving record and be insurable to operate City vehicles.

**TOOLS AND EQUIPMENT USED:**

Requires frequent use of personal computer, including word processing, database and spreadsheet programs, mainframe computer terminal and applications; calculator, telephone, copy machine and fax machine.

**SELECTION PROCESS:**

The completed electronic application packet will include the online application and electronic attachments of a resume and cover letter. **If you are experiencing any technical (computer related) difficulties or need help with attaching documents to your application, please call the NEOGOV help line for assistance at 1-855-524-5627.**

The most qualified candidates will be selected to appear before a panel for an oral interview. Those applicants invited to interview will be notified electronically at the e-mail address provided by each candidate through application process. Therefore, it is the applicant's responsibility to provide an accurate email address and to allow their inbox to receive emails in regard to this recruitment. **A tentative oral interview date has been scheduled for December 19, 2019 (Skype interviews available).** The oral board will recommend a limited number of candidates to the eligibility list from which the new Management Analyst I may be selected. This recruitment may also establish an eligibility list for future Management Analyst I openings.

Prior to an offer of employment, applicants must pass a thorough background investigation.

A "No Smoking" policy has been adopted in all City facilities to promote a health-based, smoke-free work place as part of the City's commitment to a pollution-free environment.

**AN EQUAL OPPORTUNITY EMPLOYER**

Minorities, women and individuals with disabilities are encouraged to apply. Interested parties may request a copy of the City of Santa Maria Equal Employment Opportunity Plan by contacting the Human Resources Division.

**AMERICANS WITH DISABILITY ACT (ADA) AND CALIFORNIA FAIR EMPLOYMENT AND HOUSING ACT (FEHA)**

Under the Americans With Disabilities Act, persons desiring a reasonable accommodation to compete in the recruitment process may contact the Human Resources Office at 805-925-0951, Extension 2203, or the California Relay Service at 1-800-735-2920 or 1-888-877-5378 for TDD (Telecommunications Devices for the Deaf), prior to the final filing deadline.

**IMMIGRATION REFORM AND CONTROL ACT**

In compliance with the Immigration Reform and Control Act of 1986, if you are selected for employment with the City of Santa Maria, you will be required to provide proof of identity and work eligibility.

The provisions contained in these job postings do not constitute an expressed or implied contract and any provisions contained herein may be modified or revised without notice.

Once a recruitment has been announced for ten (10) calendar days, the City reserves the right to stop accepting applications prior to the initially posted deadline if we receive a sufficient amount of qualified applications. Therefore, applicants are encouraged to apply as early as possible in the process, to ensure review of their application materials. The recruitment is officially closed once it has been removed from the City's web site.

---

APPLICANTS ARE STRONGLY ENCOURAGED TO APPLY ONLINE AT:  
<http://www.cityofsantamaria.org>

Job #FY 19-00037  
MANAGEMENT ANALYST I  
AR

If you do not have computer and internet capabilities available in your home, please visit the Santa Maria Public Library located at 421 S. McClelland or the Workforce Resources Center located at 1410 S. Broadway, for no cost computer access. Time usage restrictions may apply; thus it is recommended that you have all necessary background and experience information readily available.

The Human Resources Division contact info:  
805-925-0951 ext. 2203  
[humanresources@cityofsantamaria.org](mailto:humanresources@cityofsantamaria.org)

An Equal Opportunity Employer

---

### Management Analyst I Supplemental Questionnaire

\* 1. Of the positions currently advertised, which position would you like to be considered for?  
(select all that apply)

- Finance Department
- Public Works/Transit Division
- Santa Maria Public Library
- Recreation and Parks

\* Required Question



**CITY OF SANTA MARIA**  
invites applications for the position of:  
**Management Analyst I**

An Equal Opportunity Employer

---

**SALARY:** \$5,895.39 - \$7,165.90 Monthly

**OPENING DATE:** 11/07/19

**CLOSING DATE:** 12/02/19 08:00 AM

**OPPORTUNITY:**

**Interview Date: 12/19/19**  
**Desired Start Date: 01/06/20**

**If you have further job-related questions please contact staff in the HR Division at 805-925-0951 x2203. If you are experiencing any technical (computer related) difficulties, please call the NEOGOV help line for technical assistance at 1-855-524-5627.**

The City of Santa Maria is currently recruiting for:

- Finance Department (one position)
- Public Works Department/Transit Division (one position)
- Santa Maria Public Library (one position)
- Recreation and Parks Department (one position)

**WHO WE ARE:**

The City of Santa Maria is a full-service City with a City Council/City Manager form of government with over 700 employees, an annual budget of approximately \$222 million for FY 2019-20 and serves approximately 108,000 constituents. The City of Santa Maria is located on the beautiful central coast of California and covers over 23 square miles. The City has a harmonious balance of maintaining coastal and agricultural lands while promoting business. Santa Maria has been recognized nationally as an All-America City by the National Civic League and offers reasonably priced housing, community festivals, quality schools, and is in close proximity to beaches, cultural arts, a local airport, wineries, and higher education institutions.

**WHAT WE DO:**

The Management Analyst I in the **Finance Department** will be an important member of the Department's management team and will be instrumental in all aspects of budgeting, monitoring, and administering the finances of the Department. Typical duties may include assistance in preparation of the department and City-wide budgets and subsequent monitoring after adoption; grant monitoring, reporting and reconciliation; assistance with human resources duties for the department; development of internal billing rates among other things.

The Management Analyst I in the **Public Works/Transit Division** will lead the Division's marketing efforts, analyze operations, assist in the development of both the short and long range plans, prepare schedules and grants, and develop marketing campaigns to attract new

riders. In addition, this position will play a key role in developing new services, managing new projects, tracking grants, and monitoring quality control for the City's transit services. The Management Analyst I will need to act as the Transit Services Manager in their absence and will be an integral position in the Divisions succession plan.

The Management Analyst in the **Public Library** is an important part of the Library's management team. The Analyst will be the primary human resources liaison and the fiscal officer for the library. This position takes a leadership role in facilities planning and external communications, serves on city-wide committees like safety and training, and manages library contracts and grants. The management analyst supervises the administrative office and works closely with the City Librarian.

The Management Analyst in the **Recreation and Parks Department** is an important part of the Department's management team. The Analyst will be the primary human resources liaison and the fiscal officer of the department. This position takes a leadership role in external communications, serves on city-wide committees, and manages the Department's contracts and grants.

### **WHAT WE ARE LOOKING FOR:**

- Dedicated to providing excellent customer service to both internal and external customers
- Excellent analytical skills
- High Motivation/Self Starter
- Positive/Can Do Attitude
- Excellent organization and planning skills
- Team player
- Effective communicator
- Detail & solution oriented
- Experience with grants or similar types of funding agencies
- *Finance Department:* Technically sound Accounting and/or finance background
- *Transit Division:* Marketing and/or Transit background is preferred

### **DETAILED JOB DESCRIPTION:**

[Management Analyst I](#)

### **REQUIRED SUBMITTALS:**

#### ***Due upon application:***

- Cover letter
- Résumé

### **EXAMPLES OF DUTIES:**

*The following duties are typical of this classification and are intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s), and are not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement to address business needs and changing business practices. Further, assignments may vary depending on the department and/or division needs.*

Performs analytical and technical support duties at a professional level for an assigned department; participates in the research, development, implementation and review of operational and administrative processes, procedures and programs; provides a professional-level resource for organizational, managerial, and operational analyses and studies; assists in the recruitment and onboarding processes; prepares surveys, studies, analyses and provides recommended course of action; depending on assignment, assists in technical human resources-

related work as assigned; prepares a variety of professional documents, policies, procedures, etc; assists in developing goals, objectives, policies; may act as fiscal officer and grant and/or contract administrator; interprets policies as it pertains to their respective department; coordinates departmental training; may participate on a variety of interdisciplinary committees and represent the City on a variety of community and stakeholder groups; serves as a liaison to other departments and other agencies; develops and implements internal communication strategies and training; may work with other departments, community organizations and the private sector to expand opportunities to reach the public with information about City services; assists in monitoring and coordination of the department's webpage and the production of department-wide publications; may be responsible for media communications; assists in interpretation, implementation, and documentation of new technology; may coordinate programs; depending on the assignment, assists in the City's legislative lobbying program relating to issues of concern in the assigned department, including monitoring and analyzing pending legislation, preparing correspondence and reports; may be required to supervise staff or volunteers; makes every reasonable effort to continually improve the manner in which the job is performed and increase the quality of service to the public; and performs other duties as assigned. Assignments may vary depending on the department and/or division needs.

### **MINIMUM QUALIFICATIONS:**

#### Education:

Bachelor's degree in business management, public administration, communication, or related field required. Increasingly responsible experience in business, management, finance, public administration or a related field will be accepted in lieu of a degree, with two years experience counting toward one year of education.

#### Experience:

One year experience in municipal government administration coordinating projects requiring use of analytical and effective organizational skills.

**OR** any combination of education, training and/or work experience to demonstrate knowledge, skills, and abilities to meet the above minimum requirements.

#### Knowledge of:

City government practices and operations; reporting methods and techniques; methods and techniques of data collection, pertinent federal, state, and local laws, codes and regulations; research and report preparation; methods and techniques of statistical analysis; principles of project management; principles of community relations; principles and practices of effective supervision; computer presentations and graphic software; modern office procedures, methods and equipment, including computer operations and office software applications such as Microsoft Office suite; principles of business letter writing and report preparation; principles of training; principles and practices of record keeping and records management; English usage, spelling, grammar, and punctuation; and principles and practices of exemplary customer service.

#### Ability to:

Perform responsible and complex administrative support duties and special assignments involving the use of sound judgment; learn the organization, procedures, and operating details of the City department to which assigned; understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities in a timely manner; effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the City; coordinate multiple projects and meet critical deadlines; communicate effectively in both oral and written form; take a proactive approach to problem solving; effectively supervise subordinate staff; analyze, interpret, and apply pertinent federal, state, and local laws, codes and regulations as well as City policies and procedures; respond tactfully, clearly, concisely, and appropriately to inquiries from the public, or other agencies on sensitive issues in area of responsibility; manage major projects and programs; maintain confidentiality of sensitive personnel and City information; independently prepare correspondences and

memoranda; research, compile, analyze, interpret and prepare a variety of fiscal, statistical and administrative reports; work independently in the absence of supervision keeping within parameters as directed; attend work, as scheduled, on a regular basis, to effectively perform the position's required duties and responsibilities, and stay after hours as needed in order to attend meetings and complete assignments; practice and exemplify the City of Santa Maria's Mission Statement; collaborate with a variety of diverse interest groups in reaching a consensus for the betterment of the community; demonstrate an awareness and appreciation of the cultural diversity of the community; operate and stay current in the use of modern office equipment including a computer and supporting applications; and establish and maintain effective working relationships.

License:

Possession of a valid and appropriate California Driver License. Must have and maintain a satisfactory driving record and be insurable to operate City vehicles.

**TOOLS AND EQUIPMENT USED:**

Requires frequent use of personal computer, including word processing, database and spreadsheet programs, mainframe computer terminal and applications; calculator, telephone, copy machine and fax machine.

**SELECTION PROCESS:**

The completed electronic application packet will include the online application and electronic attachments of a resume and cover letter. **If you are experiencing any technical (computer related) difficulties or need help with attaching documents to your application, please call the NEOGOV help line for assistance at 1-855-524-5627.**

The most qualified candidates will be selected to appear before a panel for an oral interview. Those applicants invited to interview will be notified electronically at the e-mail address provided by each candidate through application process. Therefore, it is the applicant's responsibility to provide an accurate email address and to allow their inbox to receive emails in regard to this recruitment. **A tentative oral interview date has been scheduled for December 19, 2019 (Skype interviews available).** The oral board will recommend a limited number of candidates to the eligibility list from which the new Management Analyst I may be selected. This recruitment may also establish an eligibility list for future Management Analyst I openings.

Prior to an offer of employment, applicants must pass a thorough background investigation.

A "No Smoking" policy has been adopted in all City facilities to promote a health-based, smoke-free work place as part of the City's commitment to a pollution-free environment.

**AN EQUAL OPPORTUNITY EMPLOYER**

Minorities, women and individuals with disabilities are encouraged to apply. Interested parties may request a copy of the City of Santa Maria Equal Employment Opportunity Plan by contacting the Human Resources Division.

**AMERICANS WITH DISABILITY ACT (ADA) AND CALIFORNIA FAIR EMPLOYMENT AND HOUSING ACT (FEHA)**

Under the Americans With Disabilities Act, persons desiring a reasonable accommodation to compete in the recruitment process may contact the Human Resources Office at 805-925-0951, Extension 2203, or the California Relay Service at 1-800-735-2920 or 1-888-877-5378 for TDD (Telecommunications Devices for the Deaf), prior to the final filing deadline.

**IMMIGRATION REFORM AND CONTROL ACT**

In compliance with the Immigration Reform and Control Act of 1986, if you are selected for employment with the City of Santa Maria, you will be required to provide proof of identity and work eligibility.

The provisions contained in these job postings do not constitute an expressed or implied contract and any provisions contained herein may be modified or revised without notice.

Once a recruitment has been announced for ten (10) calendar days, the City reserves the right to stop accepting applications prior to the initially posted deadline if we receive a sufficient amount of qualified applications. Therefore, applicants are encouraged to apply as early as possible in the process, to ensure review of their application materials. The recruitment is officially closed once it has been removed from the City's web site.

---

APPLICANTS ARE STRONGLY ENCOURAGED TO APPLY ONLINE AT:  
<http://www.cityofsantamaria.org>

Job #FY 19-00037  
MANAGEMENT ANALYST I  
AR

If you do not have computer and internet capabilities available in your home, please visit the Santa Maria Public Library located at 421 S. McClelland or the Workforce Resources Center located at 1410 S. Broadway, for no cost computer access. Time usage restrictions may apply; thus it is recommended that you have all necessary background and experience information readily available.

The Human Resources Division contact info:  
805-925-0951 ext. 2203  
[humanresources@cityofsantamaria.org](mailto:humanresources@cityofsantamaria.org)

An Equal Opportunity Employer

---

### Management Analyst I Supplemental Questionnaire

\* 1. Of the positions currently advertised, which position would you like to be considered for?  
(select all that apply)

- Finance Department
- Public Works/Transit Division
- Santa Maria Public Library
- Recreation and Parks

\* Required Question



**CITY OF SANTA MARIA**  
invites applications for the position of:  
**Management Analyst I**

An Equal Opportunity Employer

---

**SALARY:** \$5,895.39 - \$7,165.90 Monthly

**OPENING DATE:** 11/07/19

**CLOSING DATE:** 12/02/19 08:00 AM

**OPPORTUNITY:**

**Interview Date: 12/19/19**  
**Desired Start Date: 01/06/20**

**If you have further job-related questions please contact staff in the HR Division at 805-925-0951 x2203. If you are experiencing any technical (computer related) difficulties, please call the NEOGOV help line for technical assistance at 1-855-524-5627.**

The City of Santa Maria is currently recruiting for:

- Finance Department (one position)
- Public Works Department/Transit Division (one position)
- Santa Maria Public Library (one position)
- Recreation and Parks Department (one position)

**WHO WE ARE:**

The City of Santa Maria is a full-service City with a City Council/City Manager form of government with over 700 employees, an annual budget of approximately \$222 million for FY 2019-20 and serves approximately 108,000 constituents. The City of Santa Maria is located on the beautiful central coast of California and covers over 23 square miles. The City has a harmonious balance of maintaining coastal and agricultural lands while promoting business. Santa Maria has been recognized nationally as an All-America City by the National Civic League and offers reasonably priced housing, community festivals, quality schools, and is in close proximity to beaches, cultural arts, a local airport, wineries, and higher education institutions.

**WHAT WE DO:**

The Management Analyst I in the **Finance Department** will be an important member of the Department's management team and will be instrumental in all aspects of budgeting, monitoring, and administering the finances of the Department. Typical duties may include assistance in preparation of the department and City-wide budgets and subsequent monitoring after adoption; grant monitoring, reporting and reconciliation; assistance with human resources duties for the department; development of internal billing rates among other things.

The Management Analyst I in the **Public Works/Transit Division** will lead the Division's marketing efforts, analyze operations, assist in the development of both the short and long range plans, prepare schedules and grants, and develop marketing campaigns to attract new

riders. In addition, this position will play a key role in developing new services, managing new projects, tracking grants, and monitoring quality control for the City's transit services. The Management Analyst I will need to act as the Transit Services Manager in their absence and will be an integral position in the Divisions succession plan.

The Management Analyst in the **Public Library** is an important part of the Library's management team. The Analyst will be the primary human resources liaison and the fiscal officer for the library. This position takes a leadership role in facilities planning and external communications, serves on city-wide committees like safety and training, and manages library contracts and grants. The management analyst supervises the administrative office and works closely with the City Librarian.

The Management Analyst in the **Recreation and Parks Department** is an important part of the Department's management team. The Analyst will be the primary human resources liaison and the fiscal officer of the department. This position takes a leadership role in external communications, serves on city-wide committees, and manages the Department's contracts and grants.

#### **WHAT WE ARE LOOKING FOR:**

- Dedicated to providing excellent customer service to both internal and external customers
- Excellent analytical skills
- High Motivation/Self Starter
- Positive/Can Do Attitude
- Excellent organization and planning skills
- Team player
- Effective communicator
- Detail & solution oriented
- Experience with grants or similar types of funding agencies
- *Finance Department:* Technically sound Accounting and/or finance background
- *Transit Division:* Marketing and/or Transit background is preferred

#### **DETAILED JOB DESCRIPTION:**

[Management Analyst I](#)

#### **REQUIRED SUBMITTALS:**

##### ***Due upon application:***

- Cover letter
- Résumé

#### **EXAMPLES OF DUTIES:**

*The following duties are typical of this classification and are intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s), and are not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement to address business needs and changing business practices. Further, assignments may vary depending on the department and/or division needs.*

Performs analytical and technical support duties at a professional level for an assigned department; participates in the research, development, implementation and review of operational and administrative processes, procedures and programs; provides a professional-level resource for organizational, managerial, and operational analyses and studies; assists in the recruitment and onboarding processes; prepares surveys, studies, analyses and provides recommended course of action; depending on assignment, assists in technical human resources-

related work as assigned; prepares a variety of professional documents, policies, procedures, etc; assists in developing goals, objectives, policies; may act as fiscal officer and grant and/or contract administrator; interprets policies as it pertains to their respective department; coordinates departmental training; may participate on a variety of interdisciplinary committees and represent the City on a variety of community and stakeholder groups; serves as a liaison to other departments and other agencies; develops and implements internal communication strategies and training; may work with other departments, community organizations and the private sector to expand opportunities to reach the public with information about City services; assists in monitoring and coordination of the department's webpage and the production of department-wide publications; may be responsible for media communications; assists in interpretation, implementation, and documentation of new technology; may coordinate programs; depending on the assignment, assists in the City's legislative lobbying program relating to issues of concern in the assigned department, including monitoring and analyzing pending legislation, preparing correspondence and reports; may be required to supervise staff or volunteers; makes every reasonable effort to continually improve the manner in which the job is performed and increase the quality of service to the public; and performs other duties as assigned. Assignments may vary depending on the department and/or division needs.

### **MINIMUM QUALIFICATIONS:**

#### Education:

Bachelor's degree in business management, public administration, communication, or related field required. Increasingly responsible experience in business, management, finance, public administration or a related field will be accepted in lieu of a degree, with two years experience counting toward one year of education.

#### Experience:

One year experience in municipal government administration coordinating projects requiring use of analytical and effective organizational skills.

**OR** any combination of education, training and/or work experience to demonstrate knowledge, skills, and abilities to meet the above minimum requirements.

#### Knowledge of:

City government practices and operations; reporting methods and techniques; methods and techniques of data collection, pertinent federal, state, and local laws, codes and regulations; research and report preparation; methods and techniques of statistical analysis; principles of project management; principles of community relations; principles and practices of effective supervision; computer presentations and graphic software; modern office procedures, methods and equipment, including computer operations and office software applications such as Microsoft Office suite; principles of business letter writing and report preparation; principles of training; principles and practices of record keeping and records management; English usage, spelling, grammar, and punctuation; and principles and practices of exemplary customer service.

#### Ability to:

Perform responsible and complex administrative support duties and special assignments involving the use of sound judgment; learn the organization, procedures, and operating details of the City department to which assigned; understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities in a timely manner; effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the City; coordinate multiple projects and meet critical deadlines; communicate effectively in both oral and written form; take a proactive approach to problem solving; effectively supervise subordinate staff; analyze, interpret, and apply pertinent federal, state, and local laws, codes and regulations as well as City policies and procedures; respond tactfully, clearly, concisely, and appropriately to inquiries from the public, or other agencies on sensitive issues in area of responsibility; manage major projects and programs; maintain confidentiality of sensitive personnel and City information; independently prepare correspondences and

memoranda; research, compile, analyze, interpret and prepare a variety of fiscal, statistical and administrative reports; work independently in the absence of supervision keeping within parameters as directed; attend work, as scheduled, on a regular basis, to effectively perform the position's required duties and responsibilities, and stay after hours as needed in order to attend meetings and complete assignments; practice and exemplify the City of Santa Maria's Mission Statement; collaborate with a variety of diverse interest groups in reaching a consensus for the betterment of the community; demonstrate an awareness and appreciation of the cultural diversity of the community; operate and stay current in the use of modern office equipment including a computer and supporting applications; and establish and maintain effective working relationships.

License:

Possession of a valid and appropriate California Driver License. Must have and maintain a satisfactory driving record and be insurable to operate City vehicles.

**TOOLS AND EQUIPMENT USED:**

Requires frequent use of personal computer, including word processing, database and spreadsheet programs, mainframe computer terminal and applications; calculator, telephone, copy machine and fax machine.

**SELECTION PROCESS:**

The completed electronic application packet will include the online application and electronic attachments of a resume and cover letter. **If you are experiencing any technical (computer related) difficulties or need help with attaching documents to your application, please call the NEOGOV help line for assistance at 1-855-524-5627.**

The most qualified candidates will be selected to appear before a panel for an oral interview. Those applicants invited to interview will be notified electronically at the e-mail address provided by each candidate through application process. Therefore, it is the applicant's responsibility to provide an accurate email address and to allow their inbox to receive emails in regard to this recruitment. **A tentative oral interview date has been scheduled for December 19, 2019 (Skype interviews available).** The oral board will recommend a limited number of candidates to the eligibility list from which the new Management Analyst I may be selected. This recruitment may also establish an eligibility list for future Management Analyst I openings.

Prior to an offer of employment, applicants must pass a thorough background investigation.

A "No Smoking" policy has been adopted in all City facilities to promote a health-based, smoke-free work place as part of the City's commitment to a pollution-free environment.

**AN EQUAL OPPORTUNITY EMPLOYER**

Minorities, women and individuals with disabilities are encouraged to apply. Interested parties may request a copy of the City of Santa Maria Equal Employment Opportunity Plan by contacting the Human Resources Division.

**AMERICANS WITH DISABILITY ACT (ADA) AND CALIFORNIA FAIR EMPLOYMENT AND HOUSING ACT (FEHA)**

Under the Americans With Disabilities Act, persons desiring a reasonable accommodation to compete in the recruitment process may contact the Human Resources Office at 805-925-0951, Extension 2203, or the California Relay Service at 1-800-735-2920 or 1-888-877-5378 for TDD (Telecommunications Devices for the Deaf), prior to the final filing deadline.

**IMMIGRATION REFORM AND CONTROL ACT**

In compliance with the Immigration Reform and Control Act of 1986, if you are selected for employment with the City of Santa Maria, you will be required to provide proof of identity and work eligibility.

The provisions contained in these job postings do not constitute an expressed or implied contract and any provisions contained herein may be modified or revised without notice.

Once a recruitment has been announced for ten (10) calendar days, the City reserves the right to stop accepting applications prior to the initially posted deadline if we receive a sufficient amount of qualified applications. Therefore, applicants are encouraged to apply as early as possible in the process, to ensure review of their application materials. The recruitment is officially closed once it has been removed from the City's web site.

---

APPLICANTS ARE STRONGLY ENCOURAGED TO APPLY ONLINE AT:  
<http://www.cityofsantamaria.org>

Job #FY 19-00037  
MANAGEMENT ANALYST I  
AR

If you do not have computer and internet capabilities available in your home, please visit the Santa Maria Public Library located at 421 S. McClelland or the Workforce Resources Center located at 1410 S. Broadway, for no cost computer access. Time usage restrictions may apply; thus it is recommended that you have all necessary background and experience information readily available.

The Human Resources Division contact info:  
805-925-0951 ext. 2203  
[humanresources@cityofsantamaria.org](mailto:humanresources@cityofsantamaria.org)

An Equal Opportunity Employer

---

### Management Analyst I Supplemental Questionnaire

\* 1. Of the positions currently advertised, which position would you like to be considered for?  
(select all that apply)

- Finance Department
- Public Works/Transit Division
- Santa Maria Public Library
- Recreation and Parks

\* Required Question



CITY OF SANTA MARIA  
invites applications for the position of:  
**Management Analyst I**

An Equal Opportunity Employer

---

**SALARY:** \$5,895.39 - \$7,165.90 Monthly

**OPENING DATE:** 11/07/19

**CLOSING DATE:** 12/02/19 08:00 AM

**OPPORTUNITY:**

**Interview Date: 12/19/19**  
**Desired Start Date: 01/06/20**

**If you have further job-related questions please contact staff in the HR Division at 805-925-0951 x2203. If you are experiencing any technical (computer related) difficulties, please call the NEOGOV help line for technical assistance at 1-855-524-5627.**

The City of Santa Maria is currently recruiting for:

- Finance Department (one position)
- Public Works Department/Transit Division (one position)
- Santa Maria Public Library (one position)
- Recreation and Parks Department (one position)

**WHO WE ARE:**

The City of Santa Maria is a full-service City with a City Council/City Manager form of government with over 700 employees, an annual budget of approximately \$222 million for FY 2019-20 and serves approximately 108,000 constituents. The City of Santa Maria is located on the beautiful central coast of California and covers over 23 square miles. The City has a harmonious balance of maintaining coastal and agricultural lands while promoting business. Santa Maria has been recognized nationally as an All-America City by the National Civic League and offers reasonably priced housing, community festivals, quality schools, and is in close proximity to beaches, cultural arts, a local airport, wineries, and higher education institutions.

**WHAT WE DO:**

The Management Analyst I in the **Finance Department** will be an important member of the Department's management team and will be instrumental in all aspects of budgeting, monitoring, and administering the finances of the Department. Typical duties may include assistance in preparation of the department and City-wide budgets and subsequent monitoring after adoption; grant monitoring, reporting and reconciliation; assistance with human resources duties for the department; development of internal billing rates among other things.

The Management Analyst I in the **Public Works/Transit Division** will lead the Division's marketing efforts, analyze operations, assist in the development of both the short and long range plans, prepare schedules and grants, and develop marketing campaigns to attract new

riders. In addition, this position will play a key role in developing new services, managing new projects, tracking grants, and monitoring quality control for the City's transit services. The Management Analyst I will need to act as the Transit Services Manager in their absence and will be an integral position in the Divisions succession plan.

The Management Analyst in the **Public Library** is an important part of the Library's management team. The Analyst will be the primary human resources liaison and the fiscal officer for the library. This position takes a leadership role in facilities planning and external communications, serves on city-wide committees like safety and training, and manages library contracts and grants. The management analyst supervises the administrative office and works closely with the City Librarian.

The Management Analyst in the **Recreation and Parks Department** is an important part of the Department's management team. The Analyst will be the primary human resources liaison and the fiscal officer of the department. This position takes a leadership role in external communications, serves on city-wide committees, and manages the Department's contracts and grants.

### **WHAT WE ARE LOOKING FOR:**

- Dedicated to providing excellent customer service to both internal and external customers
- Excellent analytical skills
- High Motivation/Self Starter
- Positive/Can Do Attitude
- Excellent organization and planning skills
- Team player
- Effective communicator
- Detail & solution oriented
- Experience with grants or similar types of funding agencies
- *Finance Department:* Technically sound Accounting and/or finance background
- *Transit Division:* Marketing and/or Transit background is preferred

### **DETAILED JOB DESCRIPTION:**

[Management Analyst I](#)

### **REQUIRED SUBMITTALS:**

#### ***Due upon application:***

- Cover letter
- Résumé

### **EXAMPLES OF DUTIES:**

*The following duties are typical of this classification and are intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s), and are not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement to address business needs and changing business practices. Further, assignments may vary depending on the department and/or division needs.*

Performs analytical and technical support duties at a professional level for an assigned department; participates in the research, development, implementation and review of operational and administrative processes, procedures and programs; provides a professional-level resource for organizational, managerial, and operational analyses and studies; assists in the recruitment and onboarding processes; prepares surveys, studies, analyses and provides recommended course of action; depending on assignment, assists in technical human resources-

related work as assigned; prepares a variety of professional documents, policies, procedures, etc; assists in developing goals, objectives, policies; may act as fiscal officer and grant and/or contract administrator; interprets policies as it pertains to their respective department; coordinates departmental training; may participate on a variety of interdisciplinary committees and represent the City on a variety of community and stakeholder groups; serves as a liaison to other departments and other agencies; develops and implements internal communication strategies and training; may work with other departments, community organizations and the private sector to expand opportunities to reach the public with information about City services; assists in monitoring and coordination of the department's webpage and the production of department-wide publications; may be responsible for media communications; assists in interpretation, implementation, and documentation of new technology; may coordinate programs; depending on the assignment, assists in the City's legislative lobbying program relating to issues of concern in the assigned department, including monitoring and analyzing pending legislation, preparing correspondence and reports; may be required to supervise staff or volunteers; makes every reasonable effort to continually improve the manner in which the job is performed and increase the quality of service to the public; and performs other duties as assigned. Assignments may vary depending on the department and/or division needs.

**MINIMUM QUALIFICATIONS:****Education:**

Bachelor's degree in business management, public administration, communication, or related field required. Increasingly responsible experience in business, management, finance, public administration or a related field will be accepted in lieu of a degree, with two years experience counting toward one year of education.

**Experience:**

One year experience in municipal government administration coordinating projects requiring use of analytical and effective organizational skills.

**OR** any combination of education, training and/or work experience to demonstrate knowledge, skills, and abilities to meet the above minimum requirements.

**Knowledge of:**

City government practices and operations; reporting methods and techniques; methods and techniques of data collection, pertinent federal, state, and local laws, codes and regulations; research and report preparation; methods and techniques of statistical analysis; principles of project management; principles of community relations; principles and practices of effective supervision; computer presentations and graphic software; modern office procedures, methods and equipment, including computer operations and office software applications such as Microsoft Office suite; principles of business letter writing and report preparation; principles of training; principles and practices of record keeping and records management; English usage, spelling, grammar, and punctuation; and principles and practices of exemplary customer service.

**Ability to:**

Perform responsible and complex administrative support duties and special assignments involving the use of sound judgment; learn the organization, procedures, and operating details of the City department to which assigned; understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities in a timely manner; effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the City; coordinate multiple projects and meet critical deadlines; communicate effectively in both oral and written form; take a proactive approach to problem solving; effectively supervise subordinate staff; analyze, interpret, and apply pertinent federal, state, and local laws, codes and regulations as well as City policies and procedures; respond tactfully, clearly, concisely, and appropriately to inquiries from the public, or other agencies on sensitive issues in area of responsibility; manage major projects and programs; maintain confidentiality of sensitive personnel and City information; independently prepare correspondences and

memoranda; research, compile, analyze, interpret and prepare a variety of fiscal, statistical and administrative reports; work independently in the absence of supervision keeping within parameters as directed; attend work, as scheduled, on a regular basis, to effectively perform the position's required duties and responsibilities, and stay after hours as needed in order to attend meetings and complete assignments; practice and exemplify the City of Santa Maria's Mission Statement; collaborate with a variety of diverse interest groups in reaching a consensus for the betterment of the community; demonstrate an awareness and appreciation of the cultural diversity of the community; operate and stay current in the use of modern office equipment including a computer and supporting applications; and establish and maintain effective working relationships.

License:

Possession of a valid and appropriate California Driver License. Must have and maintain a satisfactory driving record and be insurable to operate City vehicles.

**TOOLS AND EQUIPMENT USED:**

Requires frequent use of personal computer, including word processing, database and spreadsheet programs, mainframe computer terminal and applications; calculator, telephone, copy machine and fax machine.

**SELECTION PROCESS:**

The completed electronic application packet will include the online application and electronic attachments of a resume and cover letter. **If you are experiencing any technical (computer related) difficulties or need help with attaching documents to your application, please call the NEOGOV help line for assistance at 1-855-524-5627.**

The most qualified candidates will be selected to appear before a panel for an oral interview. Those applicants invited to interview will be notified electronically at the e-mail address provided by each candidate through application process. Therefore, it is the applicant's responsibility to provide an accurate email address and to allow their inbox to receive emails in regard to this recruitment. **A tentative oral interview date has been scheduled for December 19, 2019 (Skype interviews available).** The oral board will recommend a limited number of candidates to the eligibility list from which the new Management Analyst I may be selected. This recruitment may also establish an eligibility list for future Management Analyst I openings.

Prior to an offer of employment, applicants must pass a thorough background investigation.

A "No Smoking" policy has been adopted in all City facilities to promote a health-based, smoke-free work place as part of the City's commitment to a pollution-free environment.

**AN EQUAL OPPORTUNITY EMPLOYER**

Minorities, women and individuals with disabilities are encouraged to apply. Interested parties may request a copy of the City of Santa Maria Equal Employment Opportunity Plan by contacting the Human Resources Division.

**AMERICANS WITH DISABILITY ACT (ADA) AND CALIFORNIA FAIR EMPLOYMENT AND HOUSING ACT (FEHA)**

Under the Americans With Disabilities Act, persons desiring a reasonable accommodation to compete in the recruitment process may contact the Human Resources Office at 805-925-0951, Extension 2203, or the California Relay Service at 1-800-735-2920 or 1-888-877-5378 for TDD (Telecommunications Devices for the Deaf), prior to the final filing deadline.

**IMMIGRATION REFORM AND CONTROL ACT**

In compliance with the Immigration Reform and Control Act of 1986, if you are selected for employment with the City of Santa Maria, you will be required to provide proof of identity and work eligibility.

The provisions contained in these job postings do not constitute an expressed or implied contract and any provisions contained herein may be modified or revised without notice.

Once a recruitment has been announced for ten (10) calendar days, the City reserves the right to stop accepting applications prior to the initially posted deadline if we receive a sufficient amount of qualified applications. Therefore, applicants are encouraged to apply as early as possible in the process, to ensure review of their application materials. The recruitment is officially closed once it has been removed from the City's web site.

---

APPLICANTS ARE STRONGLY ENCOURAGED TO APPLY ONLINE AT:  
<http://www.cityofsantamaria.org>

Job #FY 19-00037  
MANAGEMENT ANALYST I  
AR

If you do not have computer and internet capabilities available in your home, please visit the Santa Maria Public Library located at 421 S. McClelland or the Workforce Resources Center located at 1410 S. Broadway, for no cost computer access. Time usage restrictions may apply; thus it is recommended that you have all necessary background and experience information readily available.

The Human Resources Division contact info:  
805-925-0951 ext. 2203  
[humanresources@cityofsantamaria.org](mailto:humanresources@cityofsantamaria.org)

An Equal Opportunity Employer

---

### Management Analyst I Supplemental Questionnaire

\* 1. Of the positions currently advertised, which position would you like to be considered for?  
(select all that apply)

- Finance Department
- Public Works/Transit Division
- Santa Maria Public Library
- Recreation and Parks

\* Required Question



**CITY OF SANTA MARIA**  
invites applications for the position of:  
**Management Analyst I**

An Equal Opportunity Employer

---

**SALARY:** \$5,895.39 - \$7,165.90 Monthly

**OPENING DATE:** 11/07/19

**CLOSING DATE:** 12/02/19 08:00 AM

**OPPORTUNITY:**

**Interview Date: 12/19/19**  
**Desired Start Date: 01/06/20**

**If you have further job-related questions please contact staff in the HR Division at 805-925-0951 x2203. If you are experiencing any technical (computer related) difficulties, please call the NEOGOV help line for technical assistance at 1-855-524-5627.**

The City of Santa Maria is currently recruiting for:

- Finance Department (one position)
- Public Works Department/Transit Division (one position)
- Santa Maria Public Library (one position)
- Recreation and Parks Department (one position)

**WHO WE ARE:**

The City of Santa Maria is a full-service City with a City Council/City Manager form of government with over 700 employees, an annual budget of approximately \$222 million for FY 2019-20 and serves approximately 108,000 constituents. The City of Santa Maria is located on the beautiful central coast of California and covers over 23 square miles. The City has a harmonious balance of maintaining coastal and agricultural lands while promoting business. Santa Maria has been recognized nationally as an All-America City by the National Civic League and offers reasonably priced housing, community festivals, quality schools, and is in close proximity to beaches, cultural arts, a local airport, wineries, and higher education institutions.

**WHAT WE DO:**

The Management Analyst I in the **Finance Department** will be an important member of the Department's management team and will be instrumental in all aspects of budgeting, monitoring, and administering the finances of the Department. Typical duties may include assistance in preparation of the department and City-wide budgets and subsequent monitoring after adoption; grant monitoring, reporting and reconciliation; assistance with human resources duties for the department; development of internal billing rates among other things.

The Management Analyst I in the **Public Works/Transit Division** will lead the Division's marketing efforts, analyze operations, assist in the development of both the short and long range plans, prepare schedules and grants, and develop marketing campaigns to attract new

riders. In addition, this position will play a key role in developing new services, managing new projects, tracking grants, and monitoring quality control for the City's transit services. The Management Analyst I will need to act as the Transit Services Manager in their absence and will be an integral position in the Divisions succession plan.

The Management Analyst in the **Public Library** is an important part of the Library's management team. The Analyst will be the primary human resources liaison and the fiscal officer for the library. This position takes a leadership role in facilities planning and external communications, serves on city-wide committees like safety and training, and manages library contracts and grants. The management analyst supervises the administrative office and works closely with the City Librarian.

The Management Analyst in the **Recreation and Parks Department** is an important part of the Department's management team. The Analyst will be the primary human resources liaison and the fiscal officer of the department. This position takes a leadership role in external communications, serves on city-wide committees, and manages the Department's contracts and grants.

#### **WHAT WE ARE LOOKING FOR:**

- Dedicated to providing excellent customer service to both internal and external customers
- Excellent analytical skills
- High Motivation/Self Starter
- Positive/Can Do Attitude
- Excellent organization and planning skills
- Team player
- Effective communicator
- Detail & solution oriented
- Experience with grants or similar types of funding agencies
- *Finance Department:* Technically sound Accounting and/or finance background
- *Transit Division:* Marketing and/or Transit background is preferred

#### **DETAILED JOB DESCRIPTION:**

[Management Analyst I](#)

#### **REQUIRED SUBMITTALS:**

##### ***Due upon application:***

- Cover letter
- Résumé

#### **EXAMPLES OF DUTIES:**

*The following duties are typical of this classification and are intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s), and are not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement to address business needs and changing business practices. Further, assignments may vary depending on the department and/or division needs.*

Performs analytical and technical support duties at a professional level for an assigned department; participates in the research, development, implementation and review of operational and administrative processes, procedures and programs; provides a professional-level resource for organizational, managerial, and operational analyses and studies; assists in the recruitment and onboarding processes; prepares surveys, studies, analyses and provides recommended course of action; depending on assignment, assists in technical human resources-

related work as assigned; prepares a variety of professional documents, policies, procedures, etc; assists in developing goals, objectives, policies; may act as fiscal officer and grant and/or contract administrator; interprets policies as it pertains to their respective department; coordinates departmental training; may participate on a variety of interdisciplinary committees and represent the City on a variety of community and stakeholder groups; serves as a liaison to other departments and other agencies; develops and implements internal communication strategies and training; may work with other departments, community organizations and the private sector to expand opportunities to reach the public with information about City services; assists in monitoring and coordination of the department's webpage and the production of department-wide publications; may be responsible for media communications; assists in interpretation, implementation, and documentation of new technology; may coordinate programs; depending on the assignment, assists in the City's legislative lobbying program relating to issues of concern in the assigned department, including monitoring and analyzing pending legislation, preparing correspondence and reports; may be required to supervise staff or volunteers; makes every reasonable effort to continually improve the manner in which the job is performed and increase the quality of service to the public; and performs other duties as assigned. Assignments may vary depending on the department and/or division needs.

### **MINIMUM QUALIFICATIONS:**

#### Education:

Bachelor's degree in business management, public administration, communication, or related field required. Increasingly responsible experience in business, management, finance, public administration or a related field will be accepted in lieu of a degree, with two years experience counting toward one year of education.

#### Experience:

One year experience in municipal government administration coordinating projects requiring use of analytical and effective organizational skills.

**OR** any combination of education, training and/or work experience to demonstrate knowledge, skills, and abilities to meet the above minimum requirements.

#### Knowledge of:

City government practices and operations; reporting methods and techniques; methods and techniques of data collection, pertinent federal, state, and local laws, codes and regulations; research and report preparation; methods and techniques of statistical analysis; principles of project management; principles of community relations; principles and practices of effective supervision; computer presentations and graphic software; modern office procedures, methods and equipment, including computer operations and office software applications such as Microsoft Office suite; principles of business letter writing and report preparation; principles of training; principles and practices of record keeping and records management; English usage, spelling, grammar, and punctuation; and principles and practices of exemplary customer service.

#### Ability to:

Perform responsible and complex administrative support duties and special assignments involving the use of sound judgment; learn the organization, procedures, and operating details of the City department to which assigned; understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities in a timely manner; effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the City; coordinate multiple projects and meet critical deadlines; communicate effectively in both oral and written form; take a proactive approach to problem solving; effectively supervise subordinate staff; analyze, interpret, and apply pertinent federal, state, and local laws, codes and regulations as well as City policies and procedures; respond tactfully, clearly, concisely, and appropriately to inquiries from the public, or other agencies on sensitive issues in area of responsibility; manage major projects and programs; maintain confidentiality of sensitive personnel and City information; independently prepare correspondences and

memoranda; research, compile, analyze, interpret and prepare a variety of fiscal, statistical and administrative reports; work independently in the absence of supervision keeping within parameters as directed; attend work, as scheduled, on a regular basis, to effectively perform the position's required duties and responsibilities, and stay after hours as needed in order to attend meetings and complete assignments; practice and exemplify the City of Santa Maria's Mission Statement; collaborate with a variety of diverse interest groups in reaching a consensus for the betterment of the community; demonstrate an awareness and appreciation of the cultural diversity of the community; operate and stay current in the use of modern office equipment including a computer and supporting applications; and establish and maintain effective working relationships.

License:

Possession of a valid and appropriate California Driver License. Must have and maintain a satisfactory driving record and be insurable to operate City vehicles.

**TOOLS AND EQUIPMENT USED:**

Requires frequent use of personal computer, including word processing, database and spreadsheet programs, mainframe computer terminal and applications; calculator, telephone, copy machine and fax machine.

**SELECTION PROCESS:**

The completed electronic application packet will include the online application and electronic attachments of a resume and cover letter. **If you are experiencing any technical (computer related) difficulties or need help with attaching documents to your application, please call the NEOGOV help line for assistance at 1-855-524-5627.**

The most qualified candidates will be selected to appear before a panel for an oral interview. Those applicants invited to interview will be notified electronically at the e-mail address provided by each candidate through application process. Therefore, it is the applicant's responsibility to provide an accurate email address and to allow their inbox to receive emails in regard to this recruitment. **A tentative oral interview date has been scheduled for December 19, 2019 (Skype interviews available).** The oral board will recommend a limited number of candidates to the eligibility list from which the new Management Analyst I may be selected. This recruitment may also establish an eligibility list for future Management Analyst I openings.

Prior to an offer of employment, applicants must pass a thorough background investigation.

A "No Smoking" policy has been adopted in all City facilities to promote a health-based, smoke-free work place as part of the City's commitment to a pollution-free environment.

**AN EQUAL OPPORTUNITY EMPLOYER**

Minorities, women and individuals with disabilities are encouraged to apply. Interested parties may request a copy of the City of Santa Maria Equal Employment Opportunity Plan by contacting the Human Resources Division.

**AMERICANS WITH DISABILITY ACT (ADA) AND CALIFORNIA FAIR EMPLOYMENT AND HOUSING ACT (FEHA)**

Under the Americans With Disabilities Act, persons desiring a reasonable accommodation to compete in the recruitment process may contact the Human Resources Office at 805-925-0951, Extension 2203, or the California Relay Service at 1-800-735-2920 or 1-888-877-5378 for TDD (Telecommunications Devices for the Deaf), prior to the final filing deadline.

**IMMIGRATION REFORM AND CONTROL ACT**

In compliance with the Immigration Reform and Control Act of 1986, if you are selected for employment with the City of Santa Maria, you will be required to provide proof of identity and work eligibility.

The provisions contained in these job postings do not constitute an expressed or implied contract and any provisions contained herein may be modified or revised without notice.

Once a recruitment has been announced for ten (10) calendar days, the City reserves the right to stop accepting applications prior to the initially posted deadline if we receive a sufficient amount of qualified applications. Therefore, applicants are encouraged to apply as early as possible in the process, to ensure review of their application materials. The recruitment is officially closed once it has been removed from the City's web site.

---

APPLICANTS ARE STRONGLY ENCOURAGED TO APPLY ONLINE AT:  
<http://www.cityofsantamaria.org>

Job #FY 19-00037  
MANAGEMENT ANALYST I  
AR

If you do not have computer and internet capabilities available in your home, please visit the Santa Maria Public Library located at 421 S. McClelland or the Workforce Resources Center located at 1410 S. Broadway, for no cost computer access. Time usage restrictions may apply; thus it is recommended that you have all necessary background and experience information readily available.

The Human Resources Division contact info:  
805-925-0951 ext. 2203  
[humanresources@cityofsantamaria.org](mailto:humanresources@cityofsantamaria.org)

An Equal Opportunity Employer

---

### Management Analyst I Supplemental Questionnaire

\* 1. Of the positions currently advertised, which position would you like to be considered for?  
(select all that apply)

- Finance Department
- Public Works/Transit Division
- Santa Maria Public Library
- Recreation and Parks

\* Required Question



**CITY OF SANTA MARIA**  
invites applications for the position of:  
**Management Analyst I**

An Equal Opportunity Employer

---

**SALARY:** \$5,895.39 - \$7,165.90 Monthly

**OPENING DATE:** 11/07/19

**CLOSING DATE:** 12/02/19 08:00 AM

**OPPORTUNITY:**

**Interview Date: 12/19/19**  
**Desired Start Date: 01/06/20**

**If you have further job-related questions please contact staff in the HR Division at 805-925-0951 x2203. If you are experiencing any technical (computer related) difficulties, please call the NEOGOV help line for technical assistance at 1-855-524-5627.**

The City of Santa Maria is currently recruiting for:

- Finance Department (one position)
- Public Works Department/Transit Division (one position)
- Santa Maria Public Library (one position)
- Recreation and Parks Department (one position)

**WHO WE ARE:**

The City of Santa Maria is a full-service City with a City Council/City Manager form of government with over 700 employees, an annual budget of approximately \$222 million for FY 2019-20 and serves approximately 108,000 constituents. The City of Santa Maria is located on the beautiful central coast of California and covers over 23 square miles. The City has a harmonious balance of maintaining coastal and agricultural lands while promoting business. Santa Maria has been recognized nationally as an All-America City by the National Civic League and offers reasonably priced housing, community festivals, quality schools, and is in close proximity to beaches, cultural arts, a local airport, wineries, and higher education institutions.

**WHAT WE DO:**

The Management Analyst I in the **Finance Department** will be an important member of the Department's management team and will be instrumental in all aspects of budgeting, monitoring, and administering the finances of the Department. Typical duties may include assistance in preparation of the department and City-wide budgets and subsequent monitoring after adoption; grant monitoring, reporting and reconciliation; assistance with human resources duties for the department; development of internal billing rates among other things.

The Management Analyst I in the **Public Works/Transit Division** will lead the Division's marketing efforts, analyze operations, assist in the development of both the short and long range plans, prepare schedules and grants, and develop marketing campaigns to attract new

riders. In addition, this position will play a key role in developing new services, managing new projects, tracking grants, and monitoring quality control for the City's transit services. The Management Analyst I will need to act as the Transit Services Manager in their absence and will be an integral position in the Divisions succession plan.

The Management Analyst in the **Public Library** is an important part of the Library's management team. The Analyst will be the primary human resources liaison and the fiscal officer for the library. This position takes a leadership role in facilities planning and external communications, serves on city-wide committees like safety and training, and manages library contracts and grants. The management analyst supervises the administrative office and works closely with the City Librarian.

The Management Analyst in the **Recreation and Parks Department** is an important part of the Department's management team. The Analyst will be the primary human resources liaison and the fiscal officer of the department. This position takes a leadership role in external communications, serves on city-wide committees, and manages the Department's contracts and grants.

### **WHAT WE ARE LOOKING FOR:**

- Dedicated to providing excellent customer service to both internal and external customers
- Excellent analytical skills
- High Motivation/Self Starter
- Positive/Can Do Attitude
- Excellent organization and planning skills
- Team player
- Effective communicator
- Detail & solution oriented
- Experience with grants or similar types of funding agencies
- *Finance Department:* Technically sound Accounting and/or finance background
- *Transit Division:* Marketing and/or Transit background is preferred

### **DETAILED JOB DESCRIPTION:**

[Management Analyst I](#)

### **REQUIRED SUBMITTALS:**

#### ***Due upon application:***

- Cover letter
- Résumé

### **EXAMPLES OF DUTIES:**

*The following duties are typical of this classification and are intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s), and are not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement to address business needs and changing business practices. Further, assignments may vary depending on the department and/or division needs.*

Performs analytical and technical support duties at a professional level for an assigned department; participates in the research, development, implementation and review of operational and administrative processes, procedures and programs; provides a professional-level resource for organizational, managerial, and operational analyses and studies; assists in the recruitment and onboarding processes; prepares surveys, studies, analyses and provides recommended course of action; depending on assignment, assists in technical human resources-

related work as assigned; prepares a variety of professional documents, policies, procedures, etc; assists in developing goals, objectives, policies; may act as fiscal officer and grant and/or contract administrator; interprets policies as it pertains to their respective department; coordinates departmental training; may participate on a variety of interdisciplinary committees and represent the City on a variety of community and stakeholder groups; serves as a liaison to other departments and other agencies; develops and implements internal communication strategies and training; may work with other departments, community organizations and the private sector to expand opportunities to reach the public with information about City services; assists in monitoring and coordination of the department's webpage and the production of department-wide publications; may be responsible for media communications; assists in interpretation, implementation, and documentation of new technology; may coordinate programs; depending on the assignment, assists in the City's legislative lobbying program relating to issues of concern in the assigned department, including monitoring and analyzing pending legislation, preparing correspondence and reports; may be required to supervise staff or volunteers; makes every reasonable effort to continually improve the manner in which the job is performed and increase the quality of service to the public; and performs other duties as assigned. Assignments may vary depending on the department and/or division needs.

### **MINIMUM QUALIFICATIONS:**

#### Education:

Bachelor's degree in business management, public administration, communication, or related field required. Increasingly responsible experience in business, management, finance, public administration or a related field will be accepted in lieu of a degree, with two years experience counting toward one year of education.

#### Experience:

One year experience in municipal government administration coordinating projects requiring use of analytical and effective organizational skills.

**OR** any combination of education, training and/or work experience to demonstrate knowledge, skills, and abilities to meet the above minimum requirements.

#### Knowledge of:

City government practices and operations; reporting methods and techniques; methods and techniques of data collection, pertinent federal, state, and local laws, codes and regulations; research and report preparation; methods and techniques of statistical analysis; principles of project management; principles of community relations; principles and practices of effective supervision; computer presentations and graphic software; modern office procedures, methods and equipment, including computer operations and office software applications such as Microsoft Office suite; principles of business letter writing and report preparation; principles of training; principles and practices of record keeping and records management; English usage, spelling, grammar, and punctuation; and principles and practices of exemplary customer service.

#### Ability to:

Perform responsible and complex administrative support duties and special assignments involving the use of sound judgment; learn the organization, procedures, and operating details of the City department to which assigned; understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities in a timely manner; effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the City; coordinate multiple projects and meet critical deadlines; communicate effectively in both oral and written form; take a proactive approach to problem solving; effectively supervise subordinate staff; analyze, interpret, and apply pertinent federal, state, and local laws, codes and regulations as well as City policies and procedures; respond tactfully, clearly, concisely, and appropriately to inquiries from the public, or other agencies on sensitive issues in area of responsibility; manage major projects and programs; maintain confidentiality of sensitive personnel and City information; independently prepare correspondences and

memoranda; research, compile, analyze, interpret and prepare a variety of fiscal, statistical and administrative reports; work independently in the absence of supervision keeping within parameters as directed; attend work, as scheduled, on a regular basis, to effectively perform the position's required duties and responsibilities, and stay after hours as needed in order to attend meetings and complete assignments; practice and exemplify the City of Santa Maria's Mission Statement; collaborate with a variety of diverse interest groups in reaching a consensus for the betterment of the community; demonstrate an awareness and appreciation of the cultural diversity of the community; operate and stay current in the use of modern office equipment including a computer and supporting applications; and establish and maintain effective working relationships.

License:

Possession of a valid and appropriate California Driver License. Must have and maintain a satisfactory driving record and be insurable to operate City vehicles.

**TOOLS AND EQUIPMENT USED:**

Requires frequent use of personal computer, including word processing, database and spreadsheet programs, mainframe computer terminal and applications; calculator, telephone, copy machine and fax machine.

**SELECTION PROCESS:**

The completed electronic application packet will include the online application and electronic attachments of a resume and cover letter. **If you are experiencing any technical (computer related) difficulties or need help with attaching documents to your application, please call the NEOGOV help line for assistance at 1-855-524-5627.**

The most qualified candidates will be selected to appear before a panel for an oral interview. Those applicants invited to interview will be notified electronically at the e-mail address provided by each candidate through application process. Therefore, it is the applicant's responsibility to provide an accurate email address and to allow their inbox to receive emails in regard to this recruitment. **A tentative oral interview date has been scheduled for December 19, 2019 (Skype interviews available).** The oral board will recommend a limited number of candidates to the eligibility list from which the new Management Analyst I may be selected. This recruitment may also establish an eligibility list for future Management Analyst I openings.

Prior to an offer of employment, applicants must pass a thorough background investigation.

A "No Smoking" policy has been adopted in all City facilities to promote a health-based, smoke-free work place as part of the City's commitment to a pollution-free environment.

**AN EQUAL OPPORTUNITY EMPLOYER**

Minorities, women and individuals with disabilities are encouraged to apply. Interested parties may request a copy of the City of Santa Maria Equal Employment Opportunity Plan by contacting the Human Resources Division.

**AMERICANS WITH DISABILITY ACT (ADA) AND CALIFORNIA FAIR EMPLOYMENT AND HOUSING ACT (FEHA)**

Under the Americans With Disabilities Act, persons desiring a reasonable accommodation to compete in the recruitment process may contact the Human Resources Office at 805-925-0951, Extension 2203, or the California Relay Service at 1-800-735-2920 or 1-888-877-5378 for TDD (Telecommunications Devices for the Deaf), prior to the final filing deadline.

**IMMIGRATION REFORM AND CONTROL ACT**

In compliance with the Immigration Reform and Control Act of 1986, if you are selected for employment with the City of Santa Maria, you will be required to provide proof of identity and work eligibility.

The provisions contained in these job postings do not constitute an expressed or implied contract and any provisions contained herein may be modified or revised without notice.

Once a recruitment has been announced for ten (10) calendar days, the City reserves the right to stop accepting applications prior to the initially posted deadline if we receive a sufficient amount of qualified applications. Therefore, applicants are encouraged to apply as early as possible in the process, to ensure review of their application materials. The recruitment is officially closed once it has been removed from the City's web site.

---

APPLICANTS ARE STRONGLY ENCOURAGED TO APPLY ONLINE AT:  
<http://www.cityofsantamaria.org>

Job #FY 19-00037  
MANAGEMENT ANALYST I  
AR

If you do not have computer and internet capabilities available in your home, please visit the Santa Maria Public Library located at 421 S. McClelland or the Workforce Resources Center located at 1410 S. Broadway, for no cost computer access. Time usage restrictions may apply; thus it is recommended that you have all necessary background and experience information readily available.

The Human Resources Division contact info:  
805-925-0951 ext. 2203  
[humanresources@cityofsantamaria.org](mailto:humanresources@cityofsantamaria.org)

An Equal Opportunity Employer

---

### Management Analyst I Supplemental Questionnaire

\* 1. Of the positions currently advertised, which position would you like to be considered for?  
(select all that apply)

- Finance Department
- Public Works/Transit Division
- Santa Maria Public Library
- Recreation and Parks

\* Required Question



CITY OF SANTA MARIA  
invites applications for the position of:  
**Management Analyst I**

An Equal Opportunity Employer

---

**SALARY:** \$5,895.39 - \$7,165.90 Monthly

**OPENING DATE:** 11/07/19

**CLOSING DATE:** 12/02/19 08:00 AM

**OPPORTUNITY:**

**Interview Date: 12/19/19**  
**Desired Start Date: 01/06/20**

**If you have further job-related questions please contact staff in the HR Division at 805-925-0951 x2203. If you are experiencing any technical (computer related) difficulties, please call the NEOGOV help line for technical assistance at 1-855-524-5627.**

The City of Santa Maria is currently recruiting for:

- Finance Department (one position)
- Public Works Department/Transit Division (one position)
- Santa Maria Public Library (one position)
- Recreation and Parks Department (one position)

**WHO WE ARE:**

The City of Santa Maria is a full-service City with a City Council/City Manager form of government with over 700 employees, an annual budget of approximately \$222 million for FY 2019-20 and serves approximately 108,000 constituents. The City of Santa Maria is located on the beautiful central coast of California and covers over 23 square miles. The City has a harmonious balance of maintaining coastal and agricultural lands while promoting business. Santa Maria has been recognized nationally as an All-America City by the National Civic League and offers reasonably priced housing, community festivals, quality schools, and is in close proximity to beaches, cultural arts, a local airport, wineries, and higher education institutions.

**WHAT WE DO:**

The Management Analyst I in the **Finance Department** will be an important member of the Department's management team and will be instrumental in all aspects of budgeting, monitoring, and administering the finances of the Department. Typical duties may include assistance in preparation of the department and City-wide budgets and subsequent monitoring after adoption; grant monitoring, reporting and reconciliation; assistance with human resources duties for the department; development of internal billing rates among other things.

The Management Analyst I in the **Public Works/Transit Division** will lead the Division's marketing efforts, analyze operations, assist in the development of both the short and long range plans, prepare schedules and grants, and develop marketing campaigns to attract new

riders. In addition, this position will play a key role in developing new services, managing new projects, tracking grants, and monitoring quality control for the City's transit services. The Management Analyst I will need to act as the Transit Services Manager in their absence and will be an integral position in the Divisions succession plan.

The Management Analyst in the **Public Library** is an important part of the Library's management team. The Analyst will be the primary human resources liaison and the fiscal officer for the library. This position takes a leadership role in facilities planning and external communications, serves on city-wide committees like safety and training, and manages library contracts and grants. The management analyst supervises the administrative office and works closely with the City Librarian.

The Management Analyst in the **Recreation and Parks Department** is an important part of the Department's management team. The Analyst will be the primary human resources liaison and the fiscal officer of the department. This position takes a leadership role in external communications, serves on city-wide committees, and manages the Department's contracts and grants.

#### **WHAT WE ARE LOOKING FOR:**

- Dedicated to providing excellent customer service to both internal and external customers
- Excellent analytical skills
- High Motivation/Self Starter
- Positive/Can Do Attitude
- Excellent organization and planning skills
- Team player
- Effective communicator
- Detail & solution oriented
- Experience with grants or similar types of funding agencies
- *Finance Department:* Technically sound Accounting and/or finance background
- *Transit Division:* Marketing and/or Transit background is preferred

#### **DETAILED JOB DESCRIPTION:**

[Management Analyst I](#)

#### **REQUIRED SUBMITTALS:**

##### ***Due upon application:***

- Cover letter
- Résumé

#### **EXAMPLES OF DUTIES:**

*The following duties are typical of this classification and are intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s), and are not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement to address business needs and changing business practices. Further, assignments may vary depending on the department and/or division needs.*

Performs analytical and technical support duties at a professional level for an assigned department; participates in the research, development, implementation and review of operational and administrative processes, procedures and programs; provides a professional-level resource for organizational, managerial, and operational analyses and studies; assists in the recruitment and onboarding processes; prepares surveys, studies, analyses and provides recommended course of action; depending on assignment, assists in technical human resources-

related work as assigned; prepares a variety of professional documents, policies, procedures, etc; assists in developing goals, objectives, policies; may act as fiscal officer and grant and/or contract administrator; interprets policies as it pertains to their respective department; coordinates departmental training; may participate on a variety of interdisciplinary committees and represent the City on a variety of community and stakeholder groups; serves as a liaison to other departments and other agencies; develops and implements internal communication strategies and training; may work with other departments, community organizations and the private sector to expand opportunities to reach the public with information about City services; assists in monitoring and coordination of the department's webpage and the production of department-wide publications; may be responsible for media communications; assists in interpretation, implementation, and documentation of new technology; may coordinate programs; depending on the assignment, assists in the City's legislative lobbying program relating to issues of concern in the assigned department, including monitoring and analyzing pending legislation, preparing correspondence and reports; may be required to supervise staff or volunteers; makes every reasonable effort to continually improve the manner in which the job is performed and increase the quality of service to the public; and performs other duties as assigned. Assignments may vary depending on the department and/or division needs.

### **MINIMUM QUALIFICATIONS:**

#### Education:

Bachelor's degree in business management, public administration, communication, or related field required. Increasingly responsible experience in business, management, finance, public administration or a related field will be accepted in lieu of a degree, with two years experience counting toward one year of education.

#### Experience:

One year experience in municipal government administration coordinating projects requiring use of analytical and effective organizational skills.

**OR** any combination of education, training and/or work experience to demonstrate knowledge, skills, and abilities to meet the above minimum requirements.

#### Knowledge of:

City government practices and operations; reporting methods and techniques; methods and techniques of data collection, pertinent federal, state, and local laws, codes and regulations; research and report preparation; methods and techniques of statistical analysis; principles of project management; principles of community relations; principles and practices of effective supervision; computer presentations and graphic software; modern office procedures, methods and equipment, including computer operations and office software applications such as Microsoft Office suite; principles of business letter writing and report preparation; principles of training; principles and practices of record keeping and records management; English usage, spelling, grammar, and punctuation; and principles and practices of exemplary customer service.

#### Ability to:

Perform responsible and complex administrative support duties and special assignments involving the use of sound judgment; learn the organization, procedures, and operating details of the City department to which assigned; understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities in a timely manner; effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the City; coordinate multiple projects and meet critical deadlines; communicate effectively in both oral and written form; take a proactive approach to problem solving; effectively supervise subordinate staff; analyze, interpret, and apply pertinent federal, state, and local laws, codes and regulations as well as City policies and procedures; respond tactfully, clearly, concisely, and appropriately to inquiries from the public, or other agencies on sensitive issues in area of responsibility; manage major projects and programs; maintain confidentiality of sensitive personnel and City information; independently prepare correspondences and

memoranda; research, compile, analyze, interpret and prepare a variety of fiscal, statistical and administrative reports; work independently in the absence of supervision keeping within parameters as directed; attend work, as scheduled, on a regular basis, to effectively perform the position's required duties and responsibilities, and stay after hours as needed in order to attend meetings and complete assignments; practice and exemplify the City of Santa Maria's Mission Statement; collaborate with a variety of diverse interest groups in reaching a consensus for the betterment of the community; demonstrate an awareness and appreciation of the cultural diversity of the community; operate and stay current in the use of modern office equipment including a computer and supporting applications; and establish and maintain effective working relationships.

License:

Possession of a valid and appropriate California Driver License. Must have and maintain a satisfactory driving record and be insurable to operate City vehicles.

**TOOLS AND EQUIPMENT USED:**

Requires frequent use of personal computer, including word processing, database and spreadsheet programs, mainframe computer terminal and applications; calculator, telephone, copy machine and fax machine.

**SELECTION PROCESS:**

The completed electronic application packet will include the online application and electronic attachments of a resume and cover letter. **If you are experiencing any technical (computer related) difficulties or need help with attaching documents to your application, please call the NEOGOV help line for assistance at 1-855-524-5627.**

The most qualified candidates will be selected to appear before a panel for an oral interview. Those applicants invited to interview will be notified electronically at the e-mail address provided by each candidate through application process. Therefore, it is the applicant's responsibility to provide an accurate email address and to allow their inbox to receive emails in regard to this recruitment. **A tentative oral interview date has been scheduled for December 19, 2019 (Skype interviews available).** The oral board will recommend a limited number of candidates to the eligibility list from which the new Management Analyst I may be selected. This recruitment may also establish an eligibility list for future Management Analyst I openings.

Prior to an offer of employment, applicants must pass a thorough background investigation.

A "No Smoking" policy has been adopted in all City facilities to promote a health-based, smoke-free work place as part of the City's commitment to a pollution-free environment.

**AN EQUAL OPPORTUNITY EMPLOYER**

Minorities, women and individuals with disabilities are encouraged to apply. Interested parties may request a copy of the City of Santa Maria Equal Employment Opportunity Plan by contacting the Human Resources Division.

**AMERICANS WITH DISABILITY ACT (ADA) AND CALIFORNIA FAIR EMPLOYMENT AND HOUSING ACT (FEHA)**

Under the Americans With Disabilities Act, persons desiring a reasonable accommodation to compete in the recruitment process may contact the Human Resources Office at 805-925-0951, Extension 2203, or the California Relay Service at 1-800-735-2920 or 1-888-877-5378 for TDD (Telecommunications Devices for the Deaf), prior to the final filing deadline.

**IMMIGRATION REFORM AND CONTROL ACT**

In compliance with the Immigration Reform and Control Act of 1986, if you are selected for employment with the City of Santa Maria, you will be required to provide proof of identity and work eligibility.

The provisions contained in these job postings do not constitute an expressed or implied contract and any provisions contained herein may be modified or revised without notice.

Once a recruitment has been announced for ten (10) calendar days, the City reserves the right to stop accepting applications prior to the initially posted deadline if we receive a sufficient amount of qualified applications. Therefore, applicants are encouraged to apply as early as possible in the process, to ensure review of their application materials. The recruitment is officially closed once it has been removed from the City's web site.

---

APPLICANTS ARE STRONGLY ENCOURAGED TO APPLY ONLINE AT:  
<http://www.cityofsantamaria.org>

Job #FY 19-00037  
MANAGEMENT ANALYST I  
AR

If you do not have computer and internet capabilities available in your home, please visit the Santa Maria Public Library located at 421 S. McClelland or the Workforce Resources Center located at 1410 S. Broadway, for no cost computer access. Time usage restrictions may apply; thus it is recommended that you have all necessary background and experience information readily available.

The Human Resources Division contact info:  
805-925-0951 ext. 2203  
[humanresources@cityofsantamaria.org](mailto:humanresources@cityofsantamaria.org)

An Equal Opportunity Employer

---

### Management Analyst I Supplemental Questionnaire

\* 1. Of the positions currently advertised, which position would you like to be considered for?  
(select all that apply)

- Finance Department
- Public Works/Transit Division
- Santa Maria Public Library
- Recreation and Parks

\* Required Question



CITY OF SANTA MARIA  
invites applications for the position of:  
**Management Analyst I**

An Equal Opportunity Employer

---

**SALARY:** \$5,895.39 - \$7,165.90 Monthly

**OPENING DATE:** 11/07/19

**CLOSING DATE:** 12/02/19 08:00 AM

**OPPORTUNITY:**

**Interview Date: 12/19/19**  
**Desired Start Date: 01/06/20**

**If you have further job-related questions please contact staff in the HR Division at 805-925-0951 x2203. If you are experiencing any technical (computer related) difficulties, please call the NEOGOV help line for technical assistance at 1-855-524-5627.**

The City of Santa Maria is currently recruiting for:

- Finance Department (one position)
- Public Works Department/Transit Division (one position)
- Santa Maria Public Library (one position)
- Recreation and Parks Department (one position)

**WHO WE ARE:**

The City of Santa Maria is a full-service City with a City Council/City Manager form of government with over 700 employees, an annual budget of approximately \$222 million for FY 2019-20 and serves approximately 108,000 constituents. The City of Santa Maria is located on the beautiful central coast of California and covers over 23 square miles. The City has a harmonious balance of maintaining coastal and agricultural lands while promoting business. Santa Maria has been recognized nationally as an All-America City by the National Civic League and offers reasonably priced housing, community festivals, quality schools, and is in close proximity to beaches, cultural arts, a local airport, wineries, and higher education institutions.

**WHAT WE DO:**

The Management Analyst I in the **Finance Department** will be an important member of the Department's management team and will be instrumental in all aspects of budgeting, monitoring, and administering the finances of the Department. Typical duties may include assistance in preparation of the department and City-wide budgets and subsequent monitoring after adoption; grant monitoring, reporting and reconciliation; assistance with human resources duties for the department; development of internal billing rates among other things.

The Management Analyst I in the **Public Works/Transit Division** will lead the Division's marketing efforts, analyze operations, assist in the development of both the short and long range plans, prepare schedules and grants, and develop marketing campaigns to attract new

riders. In addition, this position will play a key role in developing new services, managing new projects, tracking grants, and monitoring quality control for the City's transit services. The Management Analyst I will need to act as the Transit Services Manager in their absence and will be an integral position in the Divisions succession plan.

The Management Analyst in the **Public Library** is an important part of the Library's management team. The Analyst will be the primary human resources liaison and the fiscal officer for the library. This position takes a leadership role in facilities planning and external communications, serves on city-wide committees like safety and training, and manages library contracts and grants. The management analyst supervises the administrative office and works closely with the City Librarian.

The Management Analyst in the **Recreation and Parks Department** is an important part of the Department's management team. The Analyst will be the primary human resources liaison and the fiscal officer of the department. This position takes a leadership role in external communications, serves on city-wide committees, and manages the Department's contracts and grants.

### **WHAT WE ARE LOOKING FOR:**

- Dedicated to providing excellent customer service to both internal and external customers
- Excellent analytical skills
- High Motivation/Self Starter
- Positive/Can Do Attitude
- Excellent organization and planning skills
- Team player
- Effective communicator
- Detail & solution oriented
- Experience with grants or similar types of funding agencies
- *Finance Department:* Technically sound Accounting and/or finance background
- *Transit Division:* Marketing and/or Transit background is preferred

### **DETAILED JOB DESCRIPTION:**

[Management Analyst I](#)

### **REQUIRED SUBMITTALS:**

#### ***Due upon application:***

- Cover letter
- Résumé

### **EXAMPLES OF DUTIES:**

*The following duties are typical of this classification and are intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s), and are not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement to address business needs and changing business practices. Further, assignments may vary depending on the department and/or division needs.*

Performs analytical and technical support duties at a professional level for an assigned department; participates in the research, development, implementation and review of operational and administrative processes, procedures and programs; provides a professional-level resource for organizational, managerial, and operational analyses and studies; assists in the recruitment and onboarding processes; prepares surveys, studies, analyses and provides recommended course of action; depending on assignment, assists in technical human resources-

related work as assigned; prepares a variety of professional documents, policies, procedures, etc; assists in developing goals, objectives, policies; may act as fiscal officer and grant and/or contract administrator; interprets policies as it pertains to their respective department; coordinates departmental training; may participate on a variety of interdisciplinary committees and represent the City on a variety of community and stakeholder groups; serves as a liaison to other departments and other agencies; develops and implements internal communication strategies and training; may work with other departments, community organizations and the private sector to expand opportunities to reach the public with information about City services; assists in monitoring and coordination of the department's webpage and the production of department-wide publications; may be responsible for media communications; assists in interpretation, implementation, and documentation of new technology; may coordinate programs; depending on the assignment, assists in the City's legislative lobbying program relating to issues of concern in the assigned department, including monitoring and analyzing pending legislation, preparing correspondence and reports; may be required to supervise staff or volunteers; makes every reasonable effort to continually improve the manner in which the job is performed and increase the quality of service to the public; and performs other duties as assigned. Assignments may vary depending on the department and/or division needs.

### **MINIMUM QUALIFICATIONS:**

#### Education:

Bachelor's degree in business management, public administration, communication, or related field required. Increasingly responsible experience in business, management, finance, public administration or a related field will be accepted in lieu of a degree, with two years experience counting toward one year of education.

#### Experience:

One year experience in municipal government administration coordinating projects requiring use of analytical and effective organizational skills.

**OR** any combination of education, training and/or work experience to demonstrate knowledge, skills, and abilities to meet the above minimum requirements.

#### Knowledge of:

City government practices and operations; reporting methods and techniques; methods and techniques of data collection, pertinent federal, state, and local laws, codes and regulations; research and report preparation; methods and techniques of statistical analysis; principles of project management; principles of community relations; principles and practices of effective supervision; computer presentations and graphic software; modern office procedures, methods and equipment, including computer operations and office software applications such as Microsoft Office suite; principles of business letter writing and report preparation; principles of training; principles and practices of record keeping and records management; English usage, spelling, grammar, and punctuation; and principles and practices of exemplary customer service.

#### Ability to:

Perform responsible and complex administrative support duties and special assignments involving the use of sound judgment; learn the organization, procedures, and operating details of the City department to which assigned; understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities in a timely manner; effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the City; coordinate multiple projects and meet critical deadlines; communicate effectively in both oral and written form; take a proactive approach to problem solving; effectively supervise subordinate staff; analyze, interpret, and apply pertinent federal, state, and local laws, codes and regulations as well as City policies and procedures; respond tactfully, clearly, concisely, and appropriately to inquiries from the public, or other agencies on sensitive issues in area of responsibility; manage major projects and programs; maintain confidentiality of sensitive personnel and City information; independently prepare correspondences and

memoranda; research, compile, analyze, interpret and prepare a variety of fiscal, statistical and administrative reports; work independently in the absence of supervision keeping within parameters as directed; attend work, as scheduled, on a regular basis, to effectively perform the position's required duties and responsibilities, and stay after hours as needed in order to attend meetings and complete assignments; practice and exemplify the City of Santa Maria's Mission Statement; collaborate with a variety of diverse interest groups in reaching a consensus for the betterment of the community; demonstrate an awareness and appreciation of the cultural diversity of the community; operate and stay current in the use of modern office equipment including a computer and supporting applications; and establish and maintain effective working relationships.

License:

Possession of a valid and appropriate California Driver License. Must have and maintain a satisfactory driving record and be insurable to operate City vehicles.

**TOOLS AND EQUIPMENT USED:**

Requires frequent use of personal computer, including word processing, database and spreadsheet programs, mainframe computer terminal and applications; calculator, telephone, copy machine and fax machine.

**SELECTION PROCESS:**

The completed electronic application packet will include the online application and electronic attachments of a resume and cover letter. **If you are experiencing any technical (computer related) difficulties or need help with attaching documents to your application, please call the NEOGOV help line for assistance at 1-855-524-5627.**

The most qualified candidates will be selected to appear before a panel for an oral interview. Those applicants invited to interview will be notified electronically at the e-mail address provided by each candidate through application process. Therefore, it is the applicant's responsibility to provide an accurate email address and to allow their inbox to receive emails in regard to this recruitment. **A tentative oral interview date has been scheduled for December 19, 2019 (Skype interviews available).** The oral board will recommend a limited number of candidates to the eligibility list from which the new Management Analyst I may be selected. This recruitment may also establish an eligibility list for future Management Analyst I openings.

Prior to an offer of employment, applicants must pass a thorough background investigation.

A "No Smoking" policy has been adopted in all City facilities to promote a health-based, smoke-free work place as part of the City's commitment to a pollution-free environment.

**AN EQUAL OPPORTUNITY EMPLOYER**

Minorities, women and individuals with disabilities are encouraged to apply. Interested parties may request a copy of the City of Santa Maria Equal Employment Opportunity Plan by contacting the Human Resources Division.

**AMERICANS WITH DISABILITY ACT (ADA) AND CALIFORNIA FAIR EMPLOYMENT AND HOUSING ACT (FEHA)**

Under the Americans With Disabilities Act, persons desiring a reasonable accommodation to compete in the recruitment process may contact the Human Resources Office at 805-925-0951, Extension 2203, or the California Relay Service at 1-800-735-2920 or 1-888-877-5378 for TDD (Telecommunications Devices for the Deaf), prior to the final filing deadline.

**IMMIGRATION REFORM AND CONTROL ACT**

In compliance with the Immigration Reform and Control Act of 1986, if you are selected for employment with the City of Santa Maria, you will be required to provide proof of identity and work eligibility.

The provisions contained in these job postings do not constitute an expressed or implied contract and any provisions contained herein may be modified or revised without notice.

Once a recruitment has been announced for ten (10) calendar days, the City reserves the right to stop accepting applications prior to the initially posted deadline if we receive a sufficient amount of qualified applications. Therefore, applicants are encouraged to apply as early as possible in the process, to ensure review of their application materials. The recruitment is officially closed once it has been removed from the City's web site.

---

APPLICANTS ARE STRONGLY ENCOURAGED TO APPLY ONLINE AT:  
<http://www.cityofsantamaria.org>

Job #FY 19-00037  
MANAGEMENT ANALYST I  
AR

If you do not have computer and internet capabilities available in your home, please visit the Santa Maria Public Library located at 421 S. McClelland or the Workforce Resources Center located at 1410 S. Broadway, for no cost computer access. Time usage restrictions may apply; thus it is recommended that you have all necessary background and experience information readily available.

The Human Resources Division contact info:  
805-925-0951 ext. 2203  
[humanresources@cityofsantamaria.org](mailto:humanresources@cityofsantamaria.org)

An Equal Opportunity Employer

---

### Management Analyst I Supplemental Questionnaire

\* 1. Of the positions currently advertised, which position would you like to be considered for?  
(select all that apply)

- Finance Department
- Public Works/Transit Division
- Santa Maria Public Library
- Recreation and Parks

\* Required Question



**CITY OF SANTA MARIA**  
invites applications for the position of:  
**Management Analyst I**

An Equal Opportunity Employer

---

**SALARY:** \$5,895.39 - \$7,165.90 Monthly

**OPENING DATE:** 11/07/19

**CLOSING DATE:** 12/02/19 08:00 AM

**OPPORTUNITY:**

**Interview Date: 12/19/19**  
**Desired Start Date: 01/06/20**

**If you have further job-related questions please contact staff in the HR Division at 805-925-0951 x2203. If you are experiencing any technical (computer related) difficulties, please call the NEOGOV help line for technical assistance at 1-855-524-5627.**

The City of Santa Maria is currently recruiting for:

- Finance Department (one position)
- Public Works Department/Transit Division (one position)
- Santa Maria Public Library (one position)
- Recreation and Parks Department (one position)

**WHO WE ARE:**

The City of Santa Maria is a full-service City with a City Council/City Manager form of government with over 700 employees, an annual budget of approximately \$222 million for FY 2019-20 and serves approximately 108,000 constituents. The City of Santa Maria is located on the beautiful central coast of California and covers over 23 square miles. The City has a harmonious balance of maintaining coastal and agricultural lands while promoting business. Santa Maria has been recognized nationally as an All-America City by the National Civic League and offers reasonably priced housing, community festivals, quality schools, and is in close proximity to beaches, cultural arts, a local airport, wineries, and higher education institutions.

**WHAT WE DO:**

The Management Analyst I in the **Finance Department** will be an important member of the Department's management team and will be instrumental in all aspects of budgeting, monitoring, and administering the finances of the Department. Typical duties may include assistance in preparation of the department and City-wide budgets and subsequent monitoring after adoption; grant monitoring, reporting and reconciliation; assistance with human resources duties for the department; development of internal billing rates among other things.

The Management Analyst I in the **Public Works/Transit Division** will lead the Division's marketing efforts, analyze operations, assist in the development of both the short and long range plans, prepare schedules and grants, and develop marketing campaigns to attract new

riders. In addition, this position will play a key role in developing new services, managing new projects, tracking grants, and monitoring quality control for the City's transit services. The Management Analyst I will need to act as the Transit Services Manager in their absence and will be an integral position in the Divisions succession plan.

The Management Analyst in the **Public Library** is an important part of the Library's management team. The Analyst will be the primary human resources liaison and the fiscal officer for the library. This position takes a leadership role in facilities planning and external communications, serves on city-wide committees like safety and training, and manages library contracts and grants. The management analyst supervises the administrative office and works closely with the City Librarian.

The Management Analyst in the **Recreation and Parks Department** is an important part of the Department's management team. The Analyst will be the primary human resources liaison and the fiscal officer of the department. This position takes a leadership role in external communications, serves on city-wide committees, and manages the Department's contracts and grants.

### **WHAT WE ARE LOOKING FOR:**

- Dedicated to providing excellent customer service to both internal and external customers
- Excellent analytical skills
- High Motivation/Self Starter
- Positive/Can Do Attitude
- Excellent organization and planning skills
- Team player
- Effective communicator
- Detail & solution oriented
- Experience with grants or similar types of funding agencies
- *Finance Department:* Technically sound Accounting and/or finance background
- *Transit Division:* Marketing and/or Transit background is preferred

### **DETAILED JOB DESCRIPTION:**

[Management Analyst I](#)

### **REQUIRED SUBMITTALS:**

#### ***Due upon application:***

- Cover letter
- Résumé

### **EXAMPLES OF DUTIES:**

*The following duties are typical of this classification and are intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s), and are not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement to address business needs and changing business practices. Further, assignments may vary depending on the department and/or division needs.*

Performs analytical and technical support duties at a professional level for an assigned department; participates in the research, development, implementation and review of operational and administrative processes, procedures and programs; provides a professional-level resource for organizational, managerial, and operational analyses and studies; assists in the recruitment and onboarding processes; prepares surveys, studies, analyses and provides recommended course of action; depending on assignment, assists in technical human resources-

related work as assigned; prepares a variety of professional documents, policies, procedures, etc; assists in developing goals, objectives, policies; may act as fiscal officer and grant and/or contract administrator; interprets policies as it pertains to their respective department; coordinates departmental training; may participate on a variety of interdisciplinary committees and represent the City on a variety of community and stakeholder groups; serves as a liaison to other departments and other agencies; develops and implements internal communication strategies and training; may work with other departments, community organizations and the private sector to expand opportunities to reach the public with information about City services; assists in monitoring and coordination of the department's webpage and the production of department-wide publications; may be responsible for media communications; assists in interpretation, implementation, and documentation of new technology; may coordinate programs; depending on the assignment, assists in the City's legislative lobbying program relating to issues of concern in the assigned department, including monitoring and analyzing pending legislation, preparing correspondence and reports; may be required to supervise staff or volunteers; makes every reasonable effort to continually improve the manner in which the job is performed and increase the quality of service to the public; and performs other duties as assigned. Assignments may vary depending on the department and/or division needs.

### **MINIMUM QUALIFICATIONS:**

#### Education:

Bachelor's degree in business management, public administration, communication, or related field required. Increasingly responsible experience in business, management, finance, public administration or a related field will be accepted in lieu of a degree, with two years experience counting toward one year of education.

#### Experience:

One year experience in municipal government administration coordinating projects requiring use of analytical and effective organizational skills.

**OR** any combination of education, training and/or work experience to demonstrate knowledge, skills, and abilities to meet the above minimum requirements.

#### Knowledge of:

City government practices and operations; reporting methods and techniques; methods and techniques of data collection, pertinent federal, state, and local laws, codes and regulations; research and report preparation; methods and techniques of statistical analysis; principles of project management; principles of community relations; principles and practices of effective supervision; computer presentations and graphic software; modern office procedures, methods and equipment, including computer operations and office software applications such as Microsoft Office suite; principles of business letter writing and report preparation; principles of training; principles and practices of record keeping and records management; English usage, spelling, grammar, and punctuation; and principles and practices of exemplary customer service.

#### Ability to:

Perform responsible and complex administrative support duties and special assignments involving the use of sound judgment; learn the organization, procedures, and operating details of the City department to which assigned; understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities in a timely manner; effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the City; coordinate multiple projects and meet critical deadlines; communicate effectively in both oral and written form; take a proactive approach to problem solving; effectively supervise subordinate staff; analyze, interpret, and apply pertinent federal, state, and local laws, codes and regulations as well as City policies and procedures; respond tactfully, clearly, concisely, and appropriately to inquiries from the public, or other agencies on sensitive issues in area of responsibility; manage major projects and programs; maintain confidentiality of sensitive personnel and City information; independently prepare correspondences and

memoranda; research, compile, analyze, interpret and prepare a variety of fiscal, statistical and administrative reports; work independently in the absence of supervision keeping within parameters as directed; attend work, as scheduled, on a regular basis, to effectively perform the position's required duties and responsibilities, and stay after hours as needed in order to attend meetings and complete assignments; practice and exemplify the City of Santa Maria's Mission Statement; collaborate with a variety of diverse interest groups in reaching a consensus for the betterment of the community; demonstrate an awareness and appreciation of the cultural diversity of the community; operate and stay current in the use of modern office equipment including a computer and supporting applications; and establish and maintain effective working relationships.

License:

Possession of a valid and appropriate California Driver License. Must have and maintain a satisfactory driving record and be insurable to operate City vehicles.

**TOOLS AND EQUIPMENT USED:**

Requires frequent use of personal computer, including word processing, database and spreadsheet programs, mainframe computer terminal and applications; calculator, telephone, copy machine and fax machine.

**SELECTION PROCESS:**

The completed electronic application packet will include the online application and electronic attachments of a resume and cover letter. **If you are experiencing any technical (computer related) difficulties or need help with attaching documents to your application, please call the NEOGOV help line for assistance at 1-855-524-5627.**

The most qualified candidates will be selected to appear before a panel for an oral interview. Those applicants invited to interview will be notified electronically at the e-mail address provided by each candidate through application process. Therefore, it is the applicant's responsibility to provide an accurate email address and to allow their inbox to receive emails in regard to this recruitment. **A tentative oral interview date has been scheduled for December 19, 2019 (Skype interviews available).** The oral board will recommend a limited number of candidates to the eligibility list from which the new Management Analyst I may be selected. This recruitment may also establish an eligibility list for future Management Analyst I openings.

Prior to an offer of employment, applicants must pass a thorough background investigation.

A "No Smoking" policy has been adopted in all City facilities to promote a health-based, smoke-free work place as part of the City's commitment to a pollution-free environment.

**AN EQUAL OPPORTUNITY EMPLOYER**

Minorities, women and individuals with disabilities are encouraged to apply. Interested parties may request a copy of the City of Santa Maria Equal Employment Opportunity Plan by contacting the Human Resources Division.

**AMERICANS WITH DISABILITY ACT (ADA) AND CALIFORNIA FAIR EMPLOYMENT AND HOUSING ACT (FEHA)**

Under the Americans With Disabilities Act, persons desiring a reasonable accommodation to compete in the recruitment process may contact the Human Resources Office at 805-925-0951, Extension 2203, or the California Relay Service at 1-800-735-2920 or 1-888-877-5378 for TDD (Telecommunications Devices for the Deaf), prior to the final filing deadline.

**IMMIGRATION REFORM AND CONTROL ACT**

In compliance with the Immigration Reform and Control Act of 1986, if you are selected for employment with the City of Santa Maria, you will be required to provide proof of identity and work eligibility.

The provisions contained in these job postings do not constitute an expressed or implied contract and any provisions contained herein may be modified or revised without notice.

Once a recruitment has been announced for ten (10) calendar days, the City reserves the right to stop accepting applications prior to the initially posted deadline if we receive a sufficient amount of qualified applications. Therefore, applicants are encouraged to apply as early as possible in the process, to ensure review of their application materials. The recruitment is officially closed once it has been removed from the City's web site.

---

APPLICANTS ARE STRONGLY ENCOURAGED TO APPLY ONLINE AT:  
<http://www.cityofsantamaria.org>

Job #FY 19-00037  
MANAGEMENT ANALYST I  
AR

If you do not have computer and internet capabilities available in your home, please visit the Santa Maria Public Library located at 421 S. McClelland or the Workforce Resources Center located at 1410 S. Broadway, for no cost computer access. Time usage restrictions may apply; thus it is recommended that you have all necessary background and experience information readily available.

The Human Resources Division contact info:  
805-925-0951 ext. 2203  
[humanresources@cityofsantamaria.org](mailto:humanresources@cityofsantamaria.org)

An Equal Opportunity Employer

---

### Management Analyst I Supplemental Questionnaire

\* 1. Of the positions currently advertised, which position would you like to be considered for?  
(select all that apply)

- Finance Department
- Public Works/Transit Division
- Santa Maria Public Library
- Recreation and Parks

\* Required Question



**CITY OF SANTA MARIA**  
invites applications for the position of:  
**Management Analyst I**

An Equal Opportunity Employer

---

**SALARY:** \$5,895.39 - \$7,165.90 Monthly

**OPENING DATE:** 11/07/19

**CLOSING DATE:** 12/02/19 08:00 AM

**OPPORTUNITY:**

**Interview Date: 12/19/19**  
**Desired Start Date: 01/06/20**

**If you have further job-related questions please contact staff in the HR Division at 805-925-0951 x2203. If you are experiencing any technical (computer related) difficulties, please call the NEOGOV help line for technical assistance at 1-855-524-5627.**

The City of Santa Maria is currently recruiting for:

- Finance Department (one position)
- Public Works Department/Transit Division (one position)
- Santa Maria Public Library (one position)
- Recreation and Parks Department (one position)

**WHO WE ARE:**

The City of Santa Maria is a full-service City with a City Council/City Manager form of government with over 700 employees, an annual budget of approximately \$222 million for FY 2019-20 and serves approximately 108,000 constituents. The City of Santa Maria is located on the beautiful central coast of California and covers over 23 square miles. The City has a harmonious balance of maintaining coastal and agricultural lands while promoting business. Santa Maria has been recognized nationally as an All-America City by the National Civic League and offers reasonably priced housing, community festivals, quality schools, and is in close proximity to beaches, cultural arts, a local airport, wineries, and higher education institutions.

**WHAT WE DO:**

The Management Analyst I in the **Finance Department** will be an important member of the Department's management team and will be instrumental in all aspects of budgeting, monitoring, and administering the finances of the Department. Typical duties may include assistance in preparation of the department and City-wide budgets and subsequent monitoring after adoption; grant monitoring, reporting and reconciliation; assistance with human resources duties for the department; development of internal billing rates among other things.

The Management Analyst I in the **Public Works/Transit Division** will lead the Division's marketing efforts, analyze operations, assist in the development of both the short and long range plans, prepare schedules and grants, and develop marketing campaigns to attract new

riders. In addition, this position will play a key role in developing new services, managing new projects, tracking grants, and monitoring quality control for the City's transit services. The Management Analyst I will need to act as the Transit Services Manager in their absence and will be an integral position in the Divisions succession plan.

The Management Analyst in the **Public Library** is an important part of the Library's management team. The Analyst will be the primary human resources liaison and the fiscal officer for the library. This position takes a leadership role in facilities planning and external communications, serves on city-wide committees like safety and training, and manages library contracts and grants. The management analyst supervises the administrative office and works closely with the City Librarian.

The Management Analyst in the **Recreation and Parks Department** is an important part of the Department's management team. The Analyst will be the primary human resources liaison and the fiscal officer of the department. This position takes a leadership role in external communications, serves on city-wide committees, and manages the Department's contracts and grants.

### **WHAT WE ARE LOOKING FOR:**

- Dedicated to providing excellent customer service to both internal and external customers
- Excellent analytical skills
- High Motivation/Self Starter
- Positive/Can Do Attitude
- Excellent organization and planning skills
- Team player
- Effective communicator
- Detail & solution oriented
- Experience with grants or similar types of funding agencies
- *Finance Department:* Technically sound Accounting and/or finance background
- *Transit Division:* Marketing and/or Transit background is preferred

### **DETAILED JOB DESCRIPTION:**

[Management Analyst I](#)

### **REQUIRED SUBMITTALS:**

#### ***Due upon application:***

- Cover letter
- Résumé

### **EXAMPLES OF DUTIES:**

*The following duties are typical of this classification and are intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s), and are not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement to address business needs and changing business practices. Further, assignments may vary depending on the department and/or division needs.*

Performs analytical and technical support duties at a professional level for an assigned department; participates in the research, development, implementation and review of operational and administrative processes, procedures and programs; provides a professional-level resource for organizational, managerial, and operational analyses and studies; assists in the recruitment and onboarding processes; prepares surveys, studies, analyses and provides recommended course of action; depending on assignment, assists in technical human resources-

related work as assigned; prepares a variety of professional documents, policies, procedures, etc; assists in developing goals, objectives, policies; may act as fiscal officer and grant and/or contract administrator; interprets policies as it pertains to their respective department; coordinates departmental training; may participate on a variety of interdisciplinary committees and represent the City on a variety of community and stakeholder groups; serves as a liaison to other departments and other agencies; develops and implements internal communication strategies and training; may work with other departments, community organizations and the private sector to expand opportunities to reach the public with information about City services; assists in monitoring and coordination of the department's webpage and the production of department-wide publications; may be responsible for media communications; assists in interpretation, implementation, and documentation of new technology; may coordinate programs; depending on the assignment, assists in the City's legislative lobbying program relating to issues of concern in the assigned department, including monitoring and analyzing pending legislation, preparing correspondence and reports; may be required to supervise staff or volunteers; makes every reasonable effort to continually improve the manner in which the job is performed and increase the quality of service to the public; and performs other duties as assigned. Assignments may vary depending on the department and/or division needs.

### **MINIMUM QUALIFICATIONS:**

#### Education:

Bachelor's degree in business management, public administration, communication, or related field required. Increasingly responsible experience in business, management, finance, public administration or a related field will be accepted in lieu of a degree, with two years experience counting toward one year of education.

#### Experience:

One year experience in municipal government administration coordinating projects requiring use of analytical and effective organizational skills.

**OR** any combination of education, training and/or work experience to demonstrate knowledge, skills, and abilities to meet the above minimum requirements.

#### Knowledge of:

City government practices and operations; reporting methods and techniques; methods and techniques of data collection, pertinent federal, state, and local laws, codes and regulations; research and report preparation; methods and techniques of statistical analysis; principles of project management; principles of community relations; principles and practices of effective supervision; computer presentations and graphic software; modern office procedures, methods and equipment, including computer operations and office software applications such as Microsoft Office suite; principles of business letter writing and report preparation; principles of training; principles and practices of record keeping and records management; English usage, spelling, grammar, and punctuation; and principles and practices of exemplary customer service.

#### Ability to:

Perform responsible and complex administrative support duties and special assignments involving the use of sound judgment; learn the organization, procedures, and operating details of the City department to which assigned; understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities in a timely manner; effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the City; coordinate multiple projects and meet critical deadlines; communicate effectively in both oral and written form; take a proactive approach to problem solving; effectively supervise subordinate staff; analyze, interpret, and apply pertinent federal, state, and local laws, codes and regulations as well as City policies and procedures; respond tactfully, clearly, concisely, and appropriately to inquiries from the public, or other agencies on sensitive issues in area of responsibility; manage major projects and programs; maintain confidentiality of sensitive personnel and City information; independently prepare correspondences and

memoranda; research, compile, analyze, interpret and prepare a variety of fiscal, statistical and administrative reports; work independently in the absence of supervision keeping within parameters as directed; attend work, as scheduled, on a regular basis, to effectively perform the position's required duties and responsibilities, and stay after hours as needed in order to attend meetings and complete assignments; practice and exemplify the City of Santa Maria's Mission Statement; collaborate with a variety of diverse interest groups in reaching a consensus for the betterment of the community; demonstrate an awareness and appreciation of the cultural diversity of the community; operate and stay current in the use of modern office equipment including a computer and supporting applications; and establish and maintain effective working relationships.

License:

Possession of a valid and appropriate California Driver License. Must have and maintain a satisfactory driving record and be insurable to operate City vehicles.

**TOOLS AND EQUIPMENT USED:**

Requires frequent use of personal computer, including word processing, database and spreadsheet programs, mainframe computer terminal and applications; calculator, telephone, copy machine and fax machine.

**SELECTION PROCESS:**

The completed electronic application packet will include the online application and electronic attachments of a resume and cover letter. **If you are experiencing any technical (computer related) difficulties or need help with attaching documents to your application, please call the NEOGOV help line for assistance at 1-855-524-5627.**

The most qualified candidates will be selected to appear before a panel for an oral interview. Those applicants invited to interview will be notified electronically at the e-mail address provided by each candidate through application process. Therefore, it is the applicant's responsibility to provide an accurate email address and to allow their inbox to receive emails in regard to this recruitment. **A tentative oral interview date has been scheduled for December 19, 2019 (Skype interviews available).** The oral board will recommend a limited number of candidates to the eligibility list from which the new Management Analyst I may be selected. This recruitment may also establish an eligibility list for future Management Analyst I openings.

Prior to an offer of employment, applicants must pass a thorough background investigation.

A "No Smoking" policy has been adopted in all City facilities to promote a health-based, smoke-free work place as part of the City's commitment to a pollution-free environment.

**AN EQUAL OPPORTUNITY EMPLOYER**

Minorities, women and individuals with disabilities are encouraged to apply. Interested parties may request a copy of the City of Santa Maria Equal Employment Opportunity Plan by contacting the Human Resources Division.

**AMERICANS WITH DISABILITY ACT (ADA) AND CALIFORNIA FAIR EMPLOYMENT AND HOUSING ACT (FEHA)**

Under the Americans With Disabilities Act, persons desiring a reasonable accommodation to compete in the recruitment process may contact the Human Resources Office at 805-925-0951, Extension 2203, or the California Relay Service at 1-800-735-2920 or 1-888-877-5378 for TDD (Telecommunications Devices for the Deaf), prior to the final filing deadline.

**IMMIGRATION REFORM AND CONTROL ACT**

In compliance with the Immigration Reform and Control Act of 1986, if you are selected for employment with the City of Santa Maria, you will be required to provide proof of identity and work eligibility.

The provisions contained in these job postings do not constitute an expressed or implied contract and any provisions contained herein may be modified or revised without notice.

Once a recruitment has been announced for ten (10) calendar days, the City reserves the right to stop accepting applications prior to the initially posted deadline if we receive a sufficient amount of qualified applications. Therefore, applicants are encouraged to apply as early as possible in the process, to ensure review of their application materials. The recruitment is officially closed once it has been removed from the City's web site.

---

APPLICANTS ARE STRONGLY ENCOURAGED TO APPLY ONLINE AT:  
<http://www.cityofsantamaria.org>

Job #FY 19-00037  
MANAGEMENT ANALYST I  
AR

If you do not have computer and internet capabilities available in your home, please visit the Santa Maria Public Library located at 421 S. McClelland or the Workforce Resources Center located at 1410 S. Broadway, for no cost computer access. Time usage restrictions may apply; thus it is recommended that you have all necessary background and experience information readily available.

The Human Resources Division contact info:  
805-925-0951 ext. 2203  
[humanresources@cityofsantamaria.org](mailto:humanresources@cityofsantamaria.org)

An Equal Opportunity Employer

---

### Management Analyst I Supplemental Questionnaire

\* 1. Of the positions currently advertised, which position would you like to be considered for?  
(select all that apply)

- Finance Department
- Public Works/Transit Division
- Santa Maria Public Library
- Recreation and Parks

\* Required Question