

CITY OF GREENFIELD

Invites Your Interest in the Position of



Management Analyst

COMMUNITY PROFILE

The City of Greenfield is located at the heart of California's Salinas Valley, nestled between the Gablin mountain range to the east and San Lucia range to the west. Greenfield's economy is primarily influenced by the agricultural sector, with high annual production of vegetables and salad crops and with additional output in wine and cattle production. Greenfield and the surrounding region have experienced dramatic growth, both in absolute and relative terms. During the last decade, Greenfield's population increased at an annual growth rate of 3.5 percent. This rate of growth outpaced both Monterey County as a whole, and other south Monterey County cities.

Over the next 20 years, Greenfield is expected to continue to display strong growth rates (averaging 2.2 percent per year for population and 2.6 percent per year for households), and the population is projected to grow by approximately 12,500 residents to reach more than 30,000 by 2035. The population of the South County Region, consisting of Gonzales, Soledad, Greenfield and King City, is projected to grow by 49,000 and reach a total population of 120,000 during this same time period.

The City is currently evaluating the adoption of a comprehensive plan for the establishment of a new major shopping center with a theme of creating a multi-functional focal point for both shopping and community events and activities. The City's intention by this Development Plan is to create a pre-entitled area that could respond to growth trends and retail commercial demand in the City of Greenfield and Salinas Valley region.

COMMUNITY VISION

The City of Greenfield is dedicated to provide residents, businesses and visitors with excellent municipal services that enhance the quality of life and inspire community pride.



DISTINGUISHING FEATURES OF THE POSITION:

The fundamental reason this classification exists is to perform staff or administrative work in the City Manager's Office or other City departments. Employees in this class are usually oriented toward broad public management careers. Work involves directing or participating in gathering information, making statistical analyses, studying special administrative problems, developing improved systems, assisting with grant acquisition and administration and coordinating media/marketing and communications.

Advanced use of spreadsheets is an essential element of this position. Contact with the public is an important element of some assignments. Work is performed under general direction and requires initiative and independent judgment.

COMMUNITY VALUES:

Shared Vision, Mission and Goals

We share a common purpose and work effectively together to achieve our vision, mission and goals to the benefit of all.

Accountable and Transparency

We are accountable for our actions, honor our commitments, and ensure all our decisions are transparent.

Stewardship

We use City resources wisely and carry out our responsibilities in a manner that inspires public confidence.

Effective Communication

We foster open and clear communication with all segments of the community within a framework of respect and understanding.

Volunteerism

We encourage, value, and support volunteerism among our citizens.

Strategic Partnerships

We seek strategic partnerships to leverage our collective knowledge, expertise and shared goals.

Pride and Passion

As ambassadors, we represent the City and its citizens with pride and enthusiasm.

Professionalism and Integrity

We are competent and fulfill our responsibilities with excellence and integrity.

Staff Development

We support the growth and development of our staff through effective staff development efforts.

Continuous Improvement

We support suggestions, ideas, and creative approaches, leading to continuous improvement in everything we do.

THE CITY TEAM

The Management Analyst will report directly to City Manager Susan Stanton.



Susan is a credentialed City Manager by the International City Managers Association with 30 years in local government. She holds a Masters Degree in Public Administration and is a 2006 graduate of Harvard University, National Senior Executive in State and Local Government. The successful candidate for this position will work very closely with the City Clerk, Administrative Service Director, and City finance staff.

The City currently employs 50.2 engaged and passionate employees in the Police, Public Works, Streets, Sewer, Water, Planning and Community Development Departments with a total FY 2015 Budget of \$15,396,000.



ESSENTIAL FUNCTIONS OF THE POSITION:

The Management Analyst will have three primary areas of responsibility which include the following functional areas:

FINANCIAL MANAGEMENT

- Develops and conducts surveys, collects information on operational and administrative problems, analyzes research findings, and recommends practical solutions;
- Compiles and analyzes data in order to write monthly, annual, and special reports including City Council reports and Requests for Council Action.
- Responsible for all City contract solicitations including drafting requests for proposal and requests for qualification.
- Manages special projects as assigned.
- Coordinates the preparation of the Capital Improvements Program (CIP) and budget submissions of assigned department(s).
- Assist Finance Department to develop expenditure and revenue estimates and projections.
- Analyzes organizational and management practices for efficiency and effectiveness.
- Monitors adherence to the adopted budget by tracking expenditures/revenues monthly.

GRANTS MANAGEMENT

- Conducts a full range of activities required to prepare, submit, and manage grant proposals to foundation, government and corporate sources.
- Performs prospect research on foundations, government and corporations to evaluate prospects for corporate and foundation grants.
- Benchmarks and timelines activities to ensure grant progress and work with staff in the implementation of the strategies and operation of grant.
- Administers and monitors all aspects of the grant according to funder specifications.
- Conducts research on potential funding sources and maintains contact with external agencies.

COMMUNICATION AND MARKETING

- Plans, researches, develops, and implements all City-wide communications initiatives aimed at promoting programs and services.
- Cultivates local media relationships, both print and radio.
- Develops procedures for E-Marketing/Internet marketing services.
- Researches new markets and cross-promotional opportunities.
- Designs and maintains portions of the City's web site.

REQUIRED KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Municipal budget operations, financial reporting procedures, and public administration.
- Principles of customer service and public relations.
- Research methods and techniques and methods of reports preparation.
- Principles and practices of public administration and management.
- General understanding of municipal fund accounting and cost center allocation.
- Principles, sales, marketing, and techniques of communication including print, radio, television, video, and web media.

ABILITY TO:

- Work proactively and cooperatively with other City employees and the public.
- Produce well-written documents with clearly organized thoughts using proper English sentence construction, punctuation, and grammar.
- Make significant decisions and exercise resourcefulness in resolving new problems.

- Use electronic spread sheet, word processing, and data base computer applications.
- Make decisions in accordance with laws, regulations and policies.
- Gather pertinent facts, make thorough analyses, and arrive at sound conclusions.
- Comprehend and make inferences from written material.
- Analyze, interpret, and report research findings.
- Review or check the work products of others for conformance with standards.
- Recognize and conceptualize marketing opportunities across an array of niche markets and demographics.
- Work independently under pressure giving high attention to detail and meeting deadlines.





Ideal Candidate

The ideal candidate for this position is an individual that loves to embrace new challenges, create innovative systems and work collaboratively with employees who are committed to excellence in customer service. The successful candidate will be a person who is excited about a career in public administration and aspires to be a City Manager at some point in their career.

EDUCATION AND EXPERIENCE:

The candidate will have general experience in research, finance or general management; preferably in the public sector. Possession of an Associate degree in Public or Business Administration with course work in finance, economics accounting or a related field or any other combinations of experience and

education that meet the minimum requirements may be substituted.

Compensation and Benefits

- Annual Salary: \$45,000 - \$65,000 depending on experience and training
- Five Years vesting in Public Employee Retirement System
- Participation in Social Security System
- Medical/Dental Vision Insurance
- Life Insurance
- Short and long term Disability Leave
- Vacation
- 14 Paid City Holidays

Application and Selection

Filing Deadline:

February 27, 2015 or until filled

Following the closing date, resumes will be screened based on the qualifications outlined above. The most qualified candidates will be invited for a personal interview with the City's Management Team.

**Questions regarding the position should be directed to the
Nina Aguayo,
Executive Assistant to the City Manager, at
831-674-5591 or email: naguayo@ci.greenfield.ca.us**