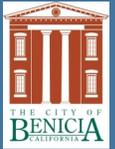




THE CITY OF BENICIA

is recruiting for a

Senior Management Analyst



MONTHLY SALARY RANGE:

\$6,031.26—\$7,331.04

2.75% salary increase effective 7/1/2018

VACATION:

0-3 Years - 10 Days Leave

4-7 Years - 15 Days Leave

8-15 Years - 20 Days Leave

16+ Years - 25 Days Leave

HOLIDAYS: Twelve paid holidays and one personal day per year.

SICK LEAVE: Accrued at the rate of 8 hours per month.

HEALTH INSURANCE: Choice of four medical plans, two dental plans (with orthodontic coverage), and a vision service plan for employee and dependents. All monthly premiums for vision and dental coverage are fully paid by the City. Employees who have other medical insurance can elect not to participate in the City's medical plan, and instead receive an additional \$702.00 per month (represents the city contribution for the Kaiser rate for single person).

RETIREMENT California Public Employees' Retirement System 3 tiers—Classic 1st Tier 2.7% @ 55, Classic 2nd Tier 2% @ 60, and New (PEPRA) 2% @ 62. Credit for unused sick leave is also included in the benefit structure.

SOCIAL SECURITY: The City does not participate in Social Security except for required Medicare portion, nor does it participate in the State Disability Program.

LIFE INSURANCE: Employees receive \$50,000 term life insurance with AD & D coverage with monthly premium fully paid by the City.

DEFERRED COMPENSATION Voluntary program.

ADMINISTRATIVE LEAVE: 9 days of leave annually. Cash conversion of up to half of unused leave paid each year.

LONGEVITY PAY: 2.5 % additional pay for each ten years of City service.

THE IDEAL CANDIDATE

The ideal candidate is an organized overachiever; analytical and data driven; excellent writer and communicator; able to work collaboratively with City Staff, outside agencies, and citizen groups; able to respond to shifting priorities; detail oriented; ethical and possess a high level of integrity; adaptable; creative; resilient; fun!

THE POSITION:

Provides assistance to the City Manager's office in the development, implementation, and administration of major City programs and projects; may prepare agenda items and deliver presentations to the City Council, commissions, and committees; develop, negotiate, and administer internal and external contracts; research, analyze, and prepare reports, memorandums, and recommendations; plans and organizes public meetings; develops project and program budgets; conducts surveys and performs complex research and statistical analysis; interprets rules, regulations, laws, and policies related to department functions and program areas.

QUALIFICATIONS

The ideal candidate for this position will typically have:

- Five (5) years of progressively responsible professional experience in municipal government, or a closely related field.
- Bachelor's degree from an accredited college or university, with major course work in public administration or a closely related field highly desired but not required.



Benicia has a small town feel yet is situated between two metropolitan areas, San Francisco and Sacramento, on the Carquinez Strait in southern Solano County. Surrounded on two sides by water and a third by open space, it's an ideal place to raise a family with wonderful neighborhoods, abundant parks, and award-winning schools. One of the oldest cities in California, Benicia was the third city to incorporate (March 1850) and was the third state capitol. The State Capitol building in downtown Benicia is one of our two state parks and is open for tours. The Benicia Industrial Park is home to the Valero Benicia Refinery, Ampports, a private deep-water port, and nearly 450 businesses. Part of the Industrial Park is the Benicia Arsenal, a former military reservation signed into existence by Abraham Lincoln himself. It is located on two interstate freeways and is served by rail. The City of Benicia is a full-service city, boasting its own police, fire, library, water treatment, wastewater treatment, and parks departments. Small town, independence, excellence; these are some of the words used to describe Benicia and why it's a great place to live, work and play.

FIRST REVIEW OF APPLICATIONS

April 18, 2018

APPLICATION PROCESS

To apply for this challenging and exciting career opportunity, please submit a completed City application form online at www.ci.benicia.ca.us (under 'jobs/careers'). Faxed applications will not be accepted. References will not be checked without prior permission from the candidate. To inquire about how to obtain a paper application contact the Human Resources Department at (707) 746-4766.

SELECTION PROCESS

All applications will be screened and reviewed for conformance with requirements listed in this job announcement and the position's job description. The most qualified candidates will be invited to participate in the testing process which may include one or more of the following: application screening, performance exam, assessment exercise(s) and an oral interview. Candidates should make their applications as complete as possible so that a thorough evaluation of their qualifications may occur.

Resumes accompanying, but not in lieu of, the City's completed application will be accepted.

**THE CITY OF BENICIA IS AN EQUAL
OPPORTUNITY EMPLOYER.**

QUALIFICATIONS

Ability to:

Organize, plan, schedule, and implement operations; implement analytical and administrative projects related to areas of assignment. Prepare complex reports and make oral presentations to a variety of internal and external audiences; understand the organization and operation of the City and/or outside agencies as necessary to assume assigned responsibilities; interpret and apply administrative and departmental policies, laws, and complex rules and procedures, and adopt appropriate and effective courses of action; administer assigned programs and associated projects; prepare and administer program and project budgets; evaluate existing procedures and policies; develop and recommend modifications; supervise, train, and evaluate personnel; use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems; establish and maintain effective working relationships with representatives of community organizations, state/local agencies and associations, city management and staff, and the public; exercise initiative and sound judgment in resolving difficult and sensitive issues, providing alternative resolutions; maintain the confidentiality of sensitive information encountered during the course of work; operate a personal computer with proficiency to effectively produce complex reports, charts, spreadsheets, and related documents; comply with safety practices; work with various cultural and ethnic groups in a tactful and effective manner; communicate clearly and concisely, both orally and in writing.



WORKING CONDITIONS

Work is generally performed in an office setting with frequent interruptions, multiple deadlines, complaints, and peak workload periods. Position requires working with the public and attendance at night and/or weekend meetings.

