



THE CITY OF WESTLAKE VILLAGE

Invites applications for **Administrative Analyst**

POSITION AVAILABLE

The City of Westlake Village is seeking a knowledgeable, dedicated and enthusiastic Administrative Analyst with excellent interpersonal skills capable of performing a wide variety of administrative assignments and tasks involving research, analysis and assistance in planning, organizing and budgeting for municipal services.

DUTIES AND RESPONSIBILITIES

Under the direction of the City Manager, this position assists a highly functioning management team with a wide range of service activities and programs by planning, preparing, monitoring, and updating operational and project schedules, budget information, and contractor activities; serving as a liaison between City officials and community organizations; planning, developing, and supervising special projects; presenting reports to the City Council, City Manager, and various committees and citizen groups; attending public meetings and serving as a technical advisor to citizen groups and committees; assisting with the preparation, analysis and administration of budgets; designing and implementing systems, practices and procedures for use in departmental operations; composing well-written reports and responding to correspondence; and performing other related work as assigned.

DESIRABLE QUALIFICATIONS

At a minimum, the qualified applicant should possess:

Knowledge of: All areas of public administration including budgeting, personnel, development, research and report preparation; typical municipal policies, procedures and practices; grantsmanship; community relations; and customer service practices.

Ability to: Work and function with little supervision; plan, direct, and coordinate various City programs; analyze community needs and then prepare and present recommendations to address those needs; work effectively with residents and community organizations; provide staff assistance to committees; manage contracts for programs and services; prepare grant applications; present effective oral and written reports before the City Council and other organizations; organize special events and activities; prepare thorough and concise written reports; work effectively as a member of a team; and understand and carry out City policies.

MINIMUM REQUIREMENTS

Education: Bachelor's degree in Business, Public Administration, Recreation, or a related major.

Experience: Five years progressively responsible experience in municipal government administration.

Possession of a valid California driver's license is required.

COMPENSATION AND BENEFITS

The annual salary for this FLSA non-exempt position is from \$72,768 to \$104,592, DOQ. The City of Westlake Village offers a highly competitive benefits package, which includes:

- Retirement: Classic Member - PERS 3% @ 60, highest three years. Employee pays 5.8% of the contribution, which is deducted from salary on a pre-tax basis, as a cost share. New Member - PERS 2% @ 62, highest three years. Employee pays 6.25% of the contribution, which is deducted from salary on a pre-tax basis, as a cost share.
- Medical Insurance: City contributes up to \$1565/month through a cafeteria plan for employee and dependent coverage for CalPERS medical insurance, dental and vision.
- City contribution for retiree health insurance for retired employees with at least five years of service with the City.
- City pays 100% of AD&D, short and long term disability insurance.
- Vacation: 10-20 days annual accrual based on years of service.
- Additional Leave: 12 days of sick leave per year, 14 days paid holiday leave per year.
- Deferred Compensation: City contributes \$50/month match into an ICMA 457 plan.

SELECTION PROCESS

Applications will be reviewed for relevant experience, education and training. The top finalists will be invited to participate in an oral/written process. A background check will be conducted, and a pre-employment physical will be required. This appointment will be made by the City Manager.

RESERVATION OF RIGHTS

The provisions of this bulletin do not constitute a contract, express or implied, and the City reserves the right to amend, modify or revoke any provisions contained in this announcement without notice. The City also reserves the right to discontinue the recruitment at any time without selecting a candidate from the recruitment. The City is an equal opportunity employer and does not discriminate on any basis protected by law. The City is committed to making its jobs, programs and facilities accessible to all persons and complies with applicable law. Applicants with disabilities who require accommodation in the recruitment, testing or selection process may call (818) 706-1613.

THE CITY

The City of Westlake Village is ideally located just 38 miles west of downtown Los Angeles and only eight miles from the Pacific Ocean. Westlake Village is recognized as one of the finest areas to live, work, and raise a family. The community offers a variety of residential housing, convenient shopping centers, and a thriving business and industrial base. As a totally master-planned community, residential, recreational and commercial sites were carefully located within the City to preserve, enhance and protect the area's unspoiled natural environment.

CITY GOVERNMENT

The City of Westlake Village (population 8,384) incorporated in December 1981 as the 82nd City in Los Angeles County. Westlake Village residents and businesses receive high quality community services. The City currently has a staff of ten (10) full-time and six (6) part-time employees. The employees provide the Administrative, City Clerk, Community Services, Finance, Planning, and Public Works inspection functions. Westlake Village's orientation as a contract city sees many of its services provided through agreements with Los Angeles County and private agencies and consultants. The Los Angeles County Sheriff's Department provides police protection and Westlake Village consistently has one of the lowest crime rates in the nation. The City operates under the Council-Manager form of government with a five (5) member City Council, elected at-large. The City has no separate Planning Commission as the City Council handles that responsibility.

HOW TO APPLY

To be considered for this exceptional career opportunity, submit a City application, supplemental questionnaire responses, and resume to:

City of Westlake Village
31200 Oak Crest Drive
Westlake Village, CA 91361

Deadline to apply is by January 6, 2017

Questions regarding this position can be directed to Audrey Brown, Assistant City Manager (818) 706-1613, or by email at audrey@wlv.org. A City employment application and supplemental questionnaire can be obtained from City Hall or at www.wlv.org.