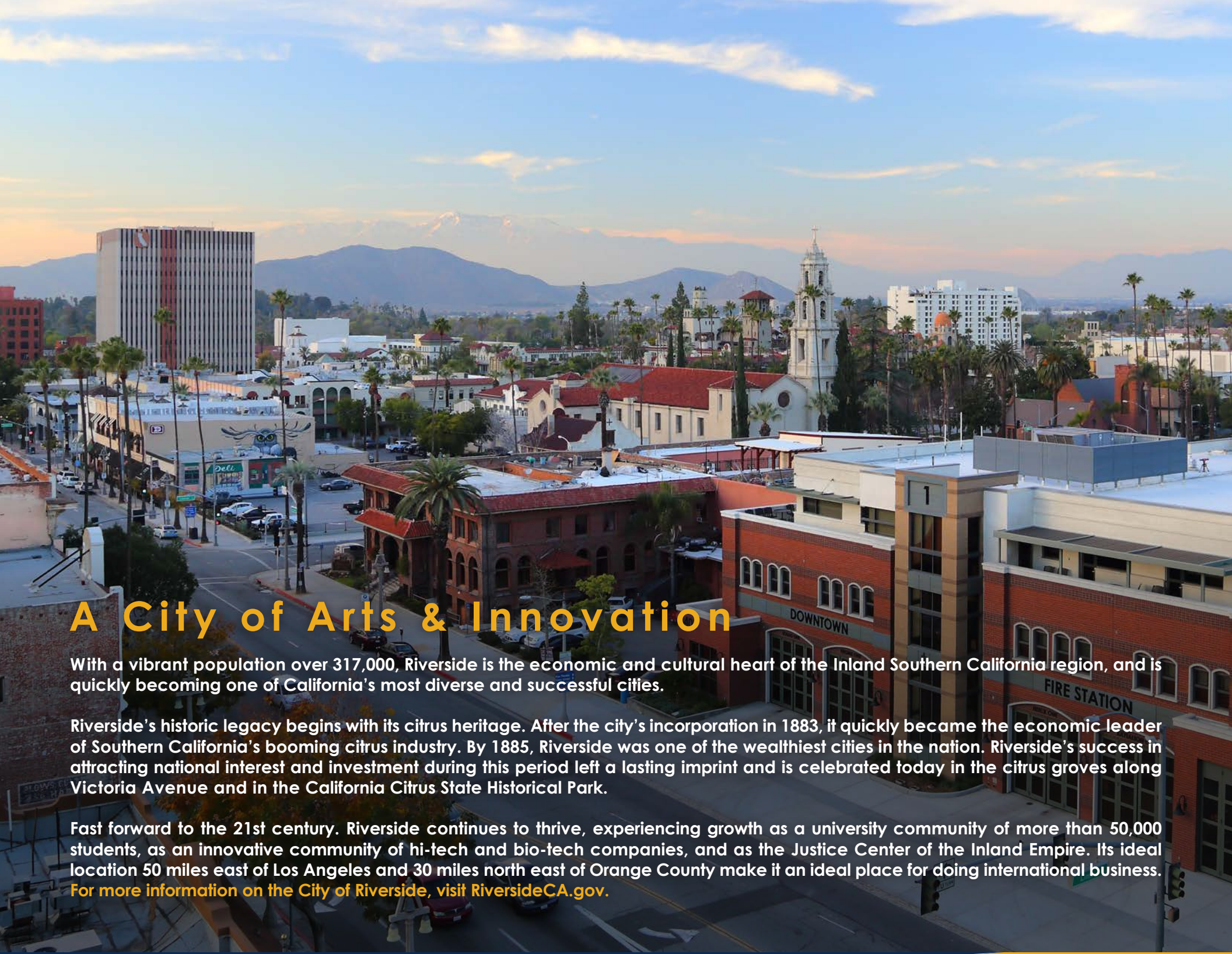
SENIOR MANAGEMENT ANALYST

City of Riverside, California

CITY OF RIVERSIDE



A City of Arts & Innovation

With a vibrant population over 317,000, Riverside is the economic and cultural heart of the Inland Southern California region, and is quickly becoming one of California's most diverse and successful cities.

Riverside's historic legacy begins with its citrus heritage. After the city's incorporation in 1883, it quickly became the economic leader of Southern California's booming citrus industry. By 1885, Riverside was one of the wealthiest cities in the nation. Riverside's success in attracting national interest and investment during this period left a lasting imprint and is celebrated today in the citrus groves along Victoria Avenue and in the California Citrus State Historical Park.

Fast forward to the 21st century. Riverside continues to thrive, experiencing growth as a university community of more than 50,000 students, as an innovative community of hi-tech and bio-tech companies, and as the Justice Center of the Inland Empire. Its ideal location 50 miles east of Los Angeles and 30 miles north east of Orange County make it an ideal place for doing international business.
For more information on the City of Riverside, visit RiversideCA.gov.

SENIOR MANAGEMENT ANALYST

Salary: $65,880 - $88,284 Annually

This position is eligible to receive merit based pay of up to 15% above the salary range based on documented outstanding performance and at the discretion of the City Manager. **Merit Range: $88,284 - $101,520 Annually

Overview:

The City of Riverside Finance Department is seeking an innovative and dynamic individual for the position of Senior Management Analyst to join a high performing Budget Team that will implement Riverside's Financial and Budget guiding principles. The Senior Management Analyst reports to the Budget and Revenue Manager and will be part of the development and management of the City's biennial budget, Capital Improvement Program budget, five-year financial plans, cost allocation plan, user fees and rates, positions control, and strategic planning and policy development related to the assigned areas of the budget. The Senior Management Analyst will also provide high level analytical support to the senior management of the Finance Department.

During the FY 2016-2018 Two-Year Budget process, the City Manager's Office adopted guiding principles to the City's financial and budget roadmap: 1) Accuracy (detailed and timely documentation of the City's financial position on an ongoing basis); 2) Financial Responsibility(assessing the City's financial needs and managing resources effectively and efficiently); 3) Fiscal Discipline (ensuring that spending during the year occurs within budget, and recognizing early warning signs); 4) Management Action (swift response to any major financial imbalances, in revenues or expenditures compared to budget); and, 5) Transparency (open and engaging communication with residents, businesses, City employees and unions).

Example of Duties:

- Conduct complex research and analyses activities concerning organizational structure, staffing, operations, procedures and policies; make recommendations for departmental and city policy.
- In conjunction with the appropriate departments and outside agencies, develop, implement, project and monitor revenue and expense related activities for city programs and contracted services.
- Participate in the development of management information systems and processes.
- Provide training, technical support, and group presentations to employees, executive management, and elected officials regarding operational policies and procedures.
- Prepare council reports, financial reports, statistical tables, charts and graphs.
- Serve as a management liaison to various boards, committees, and citizen advisory groups, as assigned.
- Supervise, train and evaluate para-professional, technical and clerical staff as assigned.
- Coordinate the departmental computer operations; assist in the identification and recommendation of computer software and hardware needs, acquisition/installation, application design and implementation, and computer operation and maintenance, as assigned.

Education:

The equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, finance, accounting or a closely related field. Two years of professional experience may substitute for two years of the required education on a year for year basis.

Experience:

A range of 0-3 years of experience in governmental budgetary, finance, and revenue analysis and projections activities, preferably in municipal government. A master's degree may substitute for one year of experience.

Highly Desired Qualifications:

- Five years of local government experience
- Advanced proficiency with spreadsheets and report writing
- Experience with centralized and/or ERP financial systems
- Excellent customer service skills
- Experience working with multi-functional project and operational teams
- Master's degree from an accredited college or university with major course work in Public Administration, Business Administration, Economics or related field

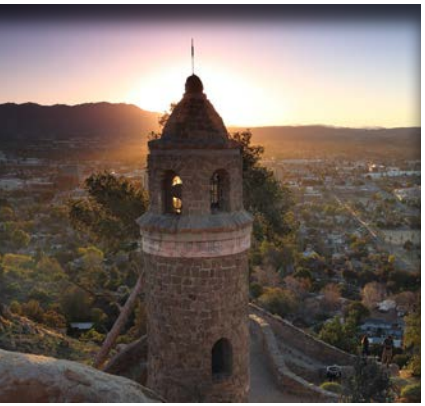
Knowledge:

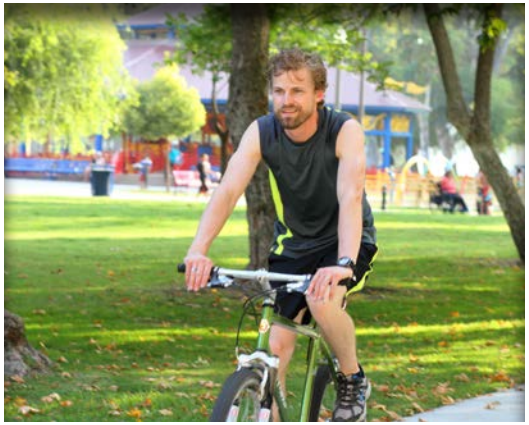
The highly qualified candidate will have considerable knowledge and experience in local government. The candidate will also possess substantial experience in and knowledge of all aspects of budgeting principles and practices for local government, including revenue and expenditure analysis; rates and fees analysis; fund balance analysis; budget/financial data analysis and synthesis; performance budgeting; and, policy, procedure, and system development and implementation.

Ability:

The Senior Management Analyst will be a motivated self-starter who continuously learns and improves; contributes value to the Budget Team, the Finance Department, and the City of Riverside; develops and maintains effective work relationships with employees at all levels of the City and the public; works cohesively with multi-functional teams and work groups to collectively find solutions to complex problems and issues; understands, interprets, applies, and explains budget and financial policies to staff, management, and the public; analyze and recommend improvements to processes, procedures, and systems relating to budget and finance; and, exercise common sense, good judgement, and logic.

Open Until Filled
Please apply at RiversideCA.gov/Jobs





Benefits:

The City offers an attractive benefits package, the central provisions of which are as follows:

Retirement for Classic Members - For employees hired after 1/1/2013 who are CLASSIC MEMBERS of California Public Employees' Retirement System (CalPERS) or a reciprocal agency as of 12/31/12 and have not been separated from service from such agency for six months or more, the retirement benefit shall be 2.7 % @ age 55; 3 year final compensation. The required employee contribution is 8%. The City does not participate in Social Security; thus, employees do not bear this additional 6.2% expense.

Retirement for New Members - For employees hired 1/1/2013 or later and who ARE NOT a member of the California Public Employees' Retirement System (CalPERS) or a reciprocal agency as of 12/31/12, or those who have been separated from a public agency which contracts with CalPERS or a reciprocal agency for six months or more, the retirement benefit shall be 2% at age 62; 3 year final compensation. The required employee contribution is 7%. The City does not participate in Social Security; thus, employees do not bear this additional 6.2% expense.

Health Insurance, Dental Insurance, Vision Insurance, Life Insurance, Deferred Compensation, Leave Benefits, Flexible Spending Account, Long Term Disability

For additional benefits information, please visit:
RiversideCA.gov/Human/Benefits

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