Murrieta
the future of southern california

EMPLOYMENT OPPORTUNITY

Job Line: 951.461.6020
www.murrieta.org

MANAGEMENT ANALYST (Fire Dept.)

$5,134.13 - $6,240.00/month (DOQ)

(Rate does not include current temporary 5% reduction)
This position is At-Will and under the Management/Confidential Salary Schedule & Benefits

Application Deadline: Monday, July 23, 2012 @ 5pm

THE COMMUNITY

The City of Murrieta, located in southwest Riverside County, incorporated under the general laws of the State of California on July 1, 1991 and currently supports a population of over 100,000 residents. While offering affordable housing and high quality schools, the City represents a blend of dynamic growth amid the traditional values of a historic rural community dating back to the 1890's. Every resident and employee of the City has the opportunity to be an integral part in shaping the Murrieta of today, and, more important, the Murrieta of tomorrow.

SELECTION PROCEDURE

All applications will be screened on completeness, education, training, and experience. Those applicants possessing the most desirable qualifications will be invited to participate in the selection process. The Human Resources Director, or designee, may specify the eligible candidates to participate in the examination process or any part thereof. All candidates participate in the process at their own expense.

THE POSITION

Under administrative direction from the Fire Chief, performs a variety of complex professional administrative and analytical work in support of the Fire Department; prepares detailed reports and recommendations; conducts special projects; supervises or coordinates special functions; performs related duties as required.

THE IDEAL CANDIDATE

The City is seeking an individual with the following professional capabilities:
Develops and monitors annual budgets, long range budgets, and asset forfeiture account for department; monitors expenditures and revenue streams.

Conducts assigned administrative, fiscal, or operational project activities. Prepares and maintains records, perform research and analysis as required; prepares and presents reports of findings and recommendations on programs managed, and cost comparisons.

Participates in the development of department goals and objectives.

Provides assistance to Fire Department management, other City personnel, and the public regarding administrative, fiscal, or operational issues, policies, or procedures.

Prepares correspondence, reports, staff reports, agendas, and other materials. Compiles information and prepares manuals, resolutions, or publications relating to administrative, fiscal, or operational issues of the Fire Department.

As assigned, administers contract or grant-funded program activity, directing and monitoring work performed; prepares or drafts related proposals, reports, and records.

Represents the City in relations with the community, local, federal and state agencies; may make presentations relating to areas of assignment and attends/participates in community events.

Prepares public information materials such as news releases, newsletters, flyers; responds to inquiries from the media.

Coordinates the purchase of services, supplies and equipment for the department.

Performs other duties as assigned.

HOW TO APPLY

For application materials, please call 951/461-6020. Interested individuals must submit a completed, **ORIGINAL**, City of Murrieta Employment Application Form :

Human Resources Department
City of Murrieta
24601 Jefferson Avenue
Murrieta, California 92562

NOTE: Photocopies or Faxes are NOT accepted in lieu of required aforementioned materials. ***Resumes are encouraged but NOT accepted in lieu of completing any portion of the required application materials***. Failure to submit fully completed application materials may jeopardize your opportunity for full consideration. Postmarks are NOT accepted.

Application materials should *NOT* be submitted in binders of any form.

www.murrieta.org

RECRUITING GUIDELINES

Considerable knowledge of: Principles of municipal administration, governmental accounting and auditing, budget and grants management; computer applications in administrative functions; principles of research, statistical analysis, and report preparation; effective public relations techniques.

Ability to: Evaluate and recommend improvements in operations, systems, procedures, policies and methods. Perform complex professional administrative and analytical work requiring sensitivity to issues; interpret and apply related laws, ordinances, and polices; conduct research; prepare and present reports; plan and organize work to meet schedules and deadlines; exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs; provide liaison to other City personnel, other agencies, and the public; establish and maintain cooperative working relationships; thrive in a team oriented environment; communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE

Bachelor's Degree in Public Administration, Business Administration, or a related field; and at least two years of closely related, responsible governmental administrative experience. Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance.

SPECIAL REQUIREMENTS

Possession of or ability to obtain and maintain a Class C California driver license and a satisfactory driving record.

Successful completion of an extensive background investigation and a pre-employment physical with drug screen are required.

BENEFIT PACKAGE

VACATION, HOLIDAYS & LEAVE: The City provides 168 hours of annual leave, 60 hours of admin leave, and 11 paid holidays.

RETIREMENT: The City is a member of the Public Employees Retirement System (PERS).

HEALTH: The City offers a variety of health plans and pays up to a maximum amount. Ten-year vesting requirement for medical retirement premium coverage.

DENTAL & VISION INSURANCE: City paid for employee and family.

SHORT AND LONG TERM DISABILITY INSURANCE: City paid.

LIFE INSURANCE: City paid.

DEFERRED COMPENSATION: Employees are eligible for membership in deferred compensation plans through ICMA and Nationwide. The City will match $2,400/yr.

City of Murrieta

1 Town Square
24601 Jefferson Ave.
Murrieta, CA 92562
Job Line: 951-461-6020

Employment Application

An Equal Opportunity Employer

INSTRUCTIONS: Please type or print in black ink, and answer all questions as completely as possible. Failure to complete this form (including writing "see resumé") may result in the rejection of your application. A resume may be attached to the application, but cannot substitute for the completed application. False statements are cause for rejection, removal from eligibility list, or dismissal. This application and all attachments become the property of the City of Murrieta, and will not be returned to applicant. All information provided is subject to verification.

Position Title _____

Last Name _____ First _____ Middle _____ Social Security # _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Work Phone _____ Cell Phone _____

Driver's License No. _____ State _____ Class # _____ Expiration Date _____

Are you legally eligible to work in the United States, and can you provide evidence of your eligibility upon hire? [ ] Yes [ ] No

Are you at least eighteen (18) years of age? [ ] Yes [ ] No

Education: Circle the highest grade completed. 10 11 12 13 14 15 16 17+

Did you receive a high school diploma? [ ] Yes [ ] No G.E.D.? [ ] Yes [ ] No

Name of last high school attended _____ City _____ State _____

	GPA	Major Subject	Semester/Quarter Units	Degrees/Certificates	Graduation Date
College/University					
Graduate School					

Ceritificate/License _____ State _____ No. _____ Exp. Date _____

Summarize other special job-related skills and qualifications (from employment or other experience) that might enhance your selection for the position (i.e. bilingual, computer skills, etc.). Typing WPM_____.

_____

_____

_____

EXPERIENCE: Beginning with your current or most recent position, list all positions you have held during the last ten years, including military and volunteer service. Please explain any gaps in employment. Please note any specific knowledge, skills, and abilities you have which apply to the current vacancy. You may use additional sheets if necessary.

_____

Job Title _____ From: mo_____ yr_____ To: mo_____ yr_____ Total (Years and Months) _____

Name of Organization _____ Address _____ City/State/Zip _____

Type of Organization _____ Name/Title of Supervisor _____ Telephone _____

No. of Employees You Supervised_____ Salary: Beginning $_____ Ending $_____ Hr_____/Mo_____/Yr_____/ Other _____/Hrs. Worked Per Week_____

Specific Duties _____

_____

_____

Reason for leaving previous employment? [ ] Voluntary [ ] Involuntary _____

May we contact this employer? [ ] Yes [ ] No If "no," why not? _____

_____

Job Title_____ From: mo_____ yr_____ To: mo_____ yr_____ Total (Years and Months)_____

Name of Organization_____ Address _____ City/State/Zip _____

Type of Organization_____ Name/Title of Supervisor _____ Telephone _____

No. of Employees You Supervised_____ Salary: Beginning $_____ Ending $_____ Hr_____/Mo_____/Yr _____/Other _____/Hrs. Worked Per Week_____

Specific Duties _____

_____

_____

Reason for leaving previous employment? [ ] Voluntary [ ] Involuntary _____

May we contact this employer? [ ] Yes [ ] No If "no," why not? _____

Job Title_____ From: mo_____ yr_____ To: mo_____ yr_____ Total (Years and Months)_____

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Type of Organization_____ Name/Title of Supervisor _____ Telephone _____

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Specific Duties _____

_____

_____

Reason for leaving previous employment? [ ] Voluntary [ ] Involuntary _____

May we contact this employer? [ ] Yes [ ] No If "no," why not? _____

Job Title_____ From: mo_____ yr_____ To: mo_____ yr_____ Total (Years and Months)_____

Name of Organization_____ Address _____ City/State/Zip _____

Type of Organization_____ Name/Title of Supervisor _____ Telephone _____

No. of Employees You Supervised_____ Salary: Beginning $_____ Ending $_____ Hr_____/Mo_____/Yr _____/Other _____/Hrs. Worked Per Week_____

Specific Duties _____

_____

_____

Reason for leaving previous employment? [ ] Voluntary [ ] Involuntary _____

May we contact this employer? [ ] Yes [ ] No If "no," why not? _____

Have you ever been employed by the City of Murrieta? [ ] Yes [ ] No If "yes," From_____ To_____

Have you ever applied before with the City of Murrieta? [ ] Yes [ ] No Date Applied _____

Have you ever been dismissed or released, or have you ever resigned to avoid discharge? [ ] Yes [ ] No

Have you ever been convicted of any felony or misdemeanor? [ ] Yes [ ] No If "yes," list the date for each such conviction and the nature of the offense involved. Do not include convictions for minor traffic violations. A conviction is not necessarily a basis for disqualification.

Do you have any relatives employed by the City of Murrieta? [ ] Yes [ ] No If "yes," give name, relationship, and department. This is not necessarily a basis for disqualification.

If the answer to any of the above questions is "yes," explain in detail in this space. _____

_____

_____

I Certify that all statements made on this application are true and complete to the best of my knowledge. I understand that any false statements and/or omissions subject me to disqualification or dismissal. All employees will be required to submit documentation in order to verify citizenship and/or eligibility to work in the United States. When applicable, applicants will also be required to submit copies of educational diploma's, etc. My signature below authorizes the City of Murrieta to verify my educational and employment references and criminal conviction records. I hereby release the City of Murrieta from any liability for the use of aforesaid information.

Signature: _____ Date: _____

FOR OFFICE USE ONLY

[ ] OBQ **REVIEWED BY:** _____

[ ] OTHER: _____ **DATE:** _____

To further our commitment to Equal Opportunity, the City of Murrieta is requesting that applicants voluntarily provide the following optional information. Your answers to these questions are used for State & Federal statistical purposes only and will not remain attached to your application.

Name: _____ Date: _____
(Please Print)

Position Applied For: _____

Sex: [ ] Male [ ] Female Age: [ ] Under 40 [ ] 40+ [ ] Veteran

Check th one ethnic group with which you most closely identify yourself:

[ ] American Indian or Alaskan Native
[ ] Asian
[ ] Black/African American
[ ] Hispanic/Latino
[ ] Native Hawaiian/Pacific Islander
[ ] White
[ ] 2 or more races

How did you learn about this position?

[ ] Ad - Jobs Available
[ ] Ad - The Californian
[ ] Ad - The Press Enterprise
[ ] Ad - The Union Tribune
[ ] Cal Jobs
[ ] City of Murrieta Website
[ ] Current Employee
[ ] Employee Referral
[ ] Specialty Publication: _____
[ ] Specialty Website: _____
[ ] Walk-in
[ ] Other: _____