

EMPLOYMENT OPPORTUNITY

Administrative Analyst • Full Time, Non-Exempt
Recruitment Closes October 1, 2020

The City of Hidden Hills is looking for an enthusiastic addition to a small and dedicated staff team.

\$29-38 per hour, DOQ (estimated to be \$60,000 - \$80,000 per year)



What/Where is Hidden Hills?

The City of Hidden Hills is nestled between the western foothills of the San Fernando Valley in Los Angeles County and the Ventura County line less than 20 miles from the Pacific Ocean. It is a unique residential gated community with a total land area of just under two square miles and a population of approximately 1,900 on 648 home sites. Its residents enjoy a city that has preserved a country way of life that has nearly vanished from the surrounding communities of Southern California. It boasts an authentic rural atmosphere as witnessed by the absence of sidewalks and street lights and by the presence of horses and bridle paths. The deep setbacks, white three-rail fences, corrals, barns, and natural rustic equestrian trails tell visitors that Hidden Hills is a truly special place to live.

The City is on the verge of several complex projects including a Fiber to the Home project, undergrounding of overhead utility lines, and \$6 million dollar freeway on-ramp redesign project.

Why Become the First City of Hidden Hills Administrative Analyst?

This newly created position will provide a seasoned analyst or qualified first-time administrator an opportunity to work closely in all aspects of local government. The position will report directly to the City Manager and provides a unique opportunity to collaborate on a variety of programs and projects including capital improvement projects, public information, emergency services, technology, special events and grant solicitation.

What is the City Looking for?

The Administrative Analyst will be a true generalist in the sense that the chosen candidate will be provided the opportunity to work closely with both full time and contract staff. The City of Hidden Hills is a flat organization and all staff members are expected to pitch in wherever needed. A typical day may include drafting a public notification in the morning followed by assisting the City Engineer with a capital improvement project in the afternoon. Flexibility is key in this position.





Education and Experience

A combination of education and experience that has provided the knowledge, skills, and abilities, for successful job performance is required. Examples include a Bachelor's Degree in Public Administration, Recreation, Social Sciences or related field along with previous internships, part-time, or full-time work in local government. A Bachelor's degree is required. A Master's degree even better.

Are You the Right Candidate?

Successful candidates will possess the ability to work and function in a team atmosphere 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, manage contracts for programs and services, prepare grant applications; present effective oral and written reports before the City Council or other groups, assist with the organization of special events, and understand and carry out City policies.

Compensation and Benefits

The hourly salary for this FLSA non-exempt position is from \$29 to \$38 per hour, DOQ. The City of Hidden Hills offers a competitive benefits package, which includes:

- Retirement: Classic Member - PERS 2% @ 60, three-year final compensation. Employer pays full contribution, New Member - PERS 2% @ 62, three years final compensation. Employee pays 6.25% of the contribution.
- Medical Insurance: City pays for employee share of CalPERS medical insurance. City also provides and pays for employee share of dental and vision plans.
- Vacation: 10 days annual accrual. 15 days after 5 years. 20 days after 10 years.
- Additional Leave: sick leave 1 day per month.
- 10 days paid holiday leave per year in addition to noon on working day proceeding Christmas Day through New Year's Day. (City Hall closed)
- Deferred Compensation: The City participates in the ICMA 457 plan.

Are You Ready? **Apply!**

City employment applications can be downloaded from the City website, www.hiddenhillscity.org. Submit application and resume via e-mail to City Manager Kerry Kallman, kerry@hiddenhillscity.org no later than October 1, 2020. Candidates with the most relevant experience will be invited to interview. Candidates may be asked to participate in a written test.

Questions?

Fire away – E-mail City Manager Kerry Kallman at kerry@hiddenhillscity.org.



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) 888-9281.

City of Hidden Hills

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