

The City of Larkspur

Invites your interest in the position of

Administrative Analyst I

\$33.69 – \$43.00 per hour

Plus excellent benefits package
Open until July 1, 2019

The Position

The Administrative Analyst I is a key member of Larkspur's Public Works Department, working for the Engineering and Maintenance Divisions in a dynamic team environment. This is an exciting opportunity for a professional looking to start or shift their career in the public sector. This position will serve as a liaison to the Finance Department for Public Works' operational and capital budgets, help track assignment of the Maintenance crews and perform a variety of general office tasks. This position is an entry level position and will join a journey level Administrative Analyst II performing higher level administrative and analytical work in the Public Works Department.

THE IDEAL CANDIDATE WILL POSSESS:

- A Bachelor's Degree or equivalent in accounting, public administration, business administration, or a related field.
- Skilled in the areas of accounting and budget management.
- Ability to see how the work performed by the Public Works Department benefits the community and aligns with goals established by the City Council.
- Demonstrates passion for public service and working within a team environment.
- Self-starter working with minimal supervision and able to use independent judgment.
- A keen attention to detail and organization.
- Intermediate to advanced skill with Microsoft Office products, especially Excel.
- Ability to move from routine tasks to more complex projects and tasks.

MINIMUM QUALIFICATIONS:

Sufficient experience and education related to the duties of an Administrative Analyst I to demonstrate the knowledge and skills listed and to perform the essential duties is required. A typical way of obtaining the required qualifications is:

- Possession of a Bachelor's Degree or equivalent in accounting, public administration, business administration, or a related field and at least two (2) years of increasingly responsible experience in general office administrative work, accounting, fiscal/budgetary analysis, or personnel administration which involved research, analysis and the preparation of written reports and recommendations. Experience performing such work in a public sector is highly desirable. Additional experience may be substituted for the required education on a year for year basis. Possession of a valid California driver's license (at the time of appointment).

SELECTION PROCESS:

The application period closes July 1, 2019 at 5:00 p.m. All required application materials, including an application, cover letter detailing interest in the position and current resume must be submitted for consideration. Applications will be screened for completeness and minimum qualifications. Qualified applications will be reviewed in detail to identify the most qualified candidates to invite to participate in the selection process which may include an interview and written exercise tentatively scheduled for the week of July 15, 2019. The City of Larkspur reserves the right to extend the application period in order to obtain a sufficient pool of qualified applicants. City of Larkspur is not responsible for failure of internet forms or e-mail in submitting your application. Inquiries may be directed to City of Larkspur's Human Resources manager, Janet Thiessen, at jthiessen@centralmarinpolice.org

The City and Community

The City of Larkspur is located in the heart of Marin County, nine miles north of San Francisco, at the base of beautiful Mount Tamalpais. Larkspur has a mix of commercial, residential and industrial uses. The residential population is approximately 12,500.

Larkspur has a wonderful, historic downtown, with shops and nationally recognized cafes and restaurants. A mix of homes, condominiums and apartments are situated in the surrounding hills and along the Corte Madera Creek. Attractive shopping centers provide services and amenities for residents and visitors. The Larkspur Ferry whisks commuters across the bay to Downtown San Francisco.

Larkspur is a close-knit community of educated and engaged citizens. Residents are actively involved in important local decisions about quality of life issues and the future direction of their city. The City Council encourages a high level of interaction between its citizenry and government so that important issues are thoroughly discussed.



What We Offer

- \$33.69 - \$43.00 per hour
- City paid medical up to 80% of premium rate for Kaiser HMO Plan
- CalPERS Defined Benefit
 - Retirement 2.0% at 55 for classic members
 - 2.0% at 62 for new members hired after December 31, 2012
- Dental Care
- Vision Care—City pays a \$250 annual benefit
- Paid vacation, holiday, and sick leave
- Paid Employee Assistance Program
- Paid Long-Term Disability and Life Insurance
- Deferred Compensation
- Flexible Spending Accounts
- Credit Union Membership

To Apply

If you are interested in this outstanding opportunity, please apply online at:
<https://www.calopps.org/city-of-larkspur>

You must attach a letter of interest and a resume to your application. For more information or to view a job description visit: <http://www.cityoflarkspur.org/89/Human-Resources>

This is an open recruitment - Open Until July 1, 2019 at 5:00 p.m.
Interviews are expected to begin the week of July 15, 2019

Accommodation: Candidates with a disability who may require special assistance in any phase of the application or selection process should advise Human Resources by emailing City of Larkspur's Human Resources Manager, Janet Thiessen, at jthiessen@centralmarinpolice.org upon submittal of application.