



NOW HIRING


MANAGEMENT ANALYST I (PART-TIME)

The City of Livermore is currently accepting applications for Management Analyst I (part-time) with the Livermore Public Library to support the Commission for the Arts and the Library's operations and oversight of the administration office.

Salary: \$45.71 - \$57.14 Hourly
Plus an excellent benefit package!



CONTACT US

 925-960-4100

 HR@LivermoreCA.gov

*Apply by 5PM on Friday, August 16, 2024



THE POSITION

Under general supervision, provides a variety of analytical and professional administrative tasks involved with the management support of Library programs and operations, staff analysis, policy development, and special projects; and performs related duties as assigned.

The duties for this position include, but are not limited to:

- Preparation of agendas/minutes
- Provides support and coordination of City advisory bodies
- Communications related to Commission for the Arts and Library Board of Trustees opportunities and offerings
- Grant processing
- Scheduling, including management of staff calendars, the Civic Center Library gallery, and meeting spaces available for rent
- Administrative management of arts initiatives related to the Commission for the Arts
- Public presentations to the community and City Council and outreach
- Implementing new procedures
- Modern office practices
- Supervision of clerical and temporary employees
- Preparation of warrants, memos, and other correspondence

*This is not a complete list of responsibilities, [click here](#) for full list.

AMERICANS WITH DISABILITIES ACT (ADA)

If you are a qualified individual with a disability as defined by the ADA and you need reasonable accommodation to participate in any of the tests, you must notify Human Resources at the time you submit your application.

Testing & Selecting Process

Applications and supplemental questionnaires will be screened to determine the best qualified candidates in the testing process. The testing may include computer based testing and a Qualifications Appraisal Board interview. The results of the examination will be used to establish the employment eligible list.

QUALIFICATIONS

- **Experience:** One year of progressively responsible, para-professional administrative experience performing a variety of technical functions related to the assigned position, such as project/program management, fiscal analysis, and organizational development. Public sector experience is highly desirable.
- **Education:** A Bachelor's Degree in business administration, public administration, or a field related to the assigned position.
- **License:** May require a valid California Driver's license with a satisfactory driving record as determined by the City.
- **Other Requirements:** Willingness and ability to work the hours necessary to accomplish the assigned duties; attend evening meetings; and travel out of town and attend workshops, conferences, seminars, and meetings during work and non-work hours.
- **Special Requirements:** Essential duties require the mental and/or physical ability to work in a standard office environment; drive a motor vehicle, if required; read fine print and computer monitors; operate a computer; effectively converse by telephone, in person, and to large groups and be clearly understood; safely lift and maneuver office supplies weighing up to 10 pounds; ability to sit for hours at a time; and stamina to work additional hours to meet deadlines.

BENEFITS

[Click here](#) or scan the QR code for information regarding benefits and the Livermore Management Group bargaining unit.



The City of Livermore is an equal opportunity employer and supports workforce diversity.