

City of Florence Employment Opportunity

MANAGEMENT ANALYST

\$3,829—5,291 monthly

The City of Florence is accepting applications for a Management Analyst to join our team!

Position Summary:

The City of Florence Management Analyst provides varied professional administrative and analytical support to the programs and services pertaining to all areas of local government, with particular responsibilities in programs supported by the City Manager's Office. The City Manager's Office is the central administrative department of the City and works closely with all departments and the City Council.

Management Analyst's Role:

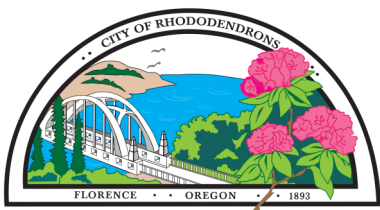
The Management Analyst will participate in a range of projects contributing to the continued success of various organization-wide initiatives. The general roles of the Management Analyst will be to:

- ◆ Provide support to assigned departmental and/or divisional projects and programs;
- ◆ Analyze programmatic practices and procedures and makes recommendations for organizational, operational, policy, and procedural improvements;
- ◆ Conduct needs analysis, feasibility studies, and program evaluations for assigned projects and programs;
- ◆ Develops summarize, and maintain administrative and fiscal records as needed;
- ◆ Foster cooperative working relationships among City departments and act as a liaison with various community, public, and regulatory agencies; and
- ◆ Perform related work as required.

Specific assignments will vary depending on skills, abilities, education, and interests specific to the successful candidate and areas of need within the organization.

Qualifications:

The ideal candidate will have a Bachelor's Degree with course work or training in Public or Business Administration or other related field and at least two years of administrative experience in municipal government preferred. A Master's degree in Public Administration, Business Administration, or a related field will be considered as relevant experience.



City of Florence
A City in Motion

The City of Florence is an equal opportunity employer and service provider.

To Apply:

Please visit the City's website at www.ci.florence.or.us/jobs for a detailed job description, to download a City employment application, and to learn how to apply for the position.

Position is open until filled with a first review of applications on May 22, 2017 at 5 pm.



FLORENCE, OR

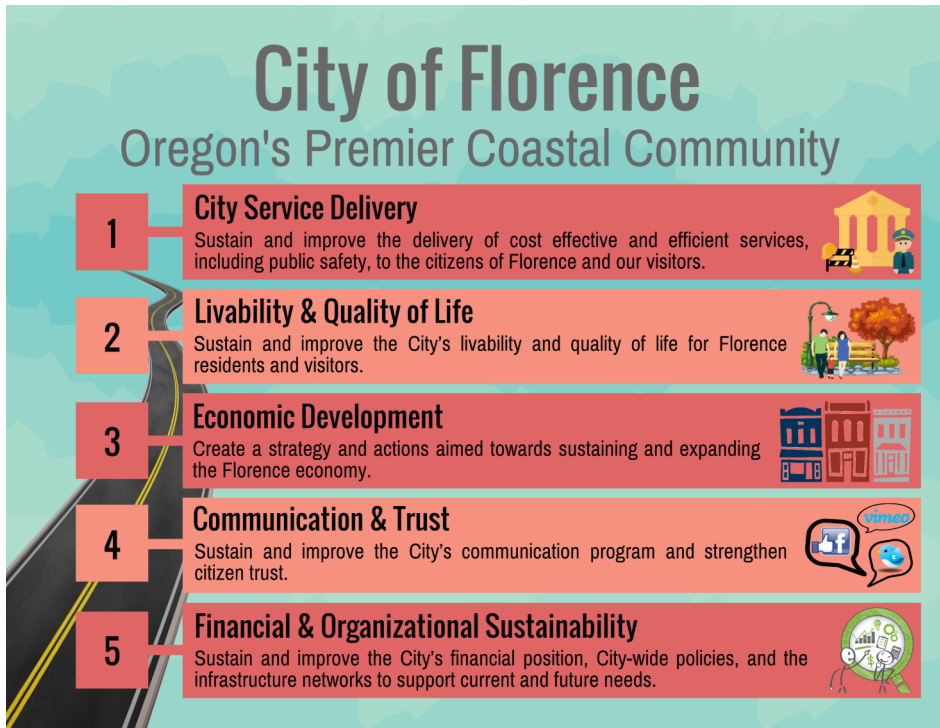
Florence (population 8,600), located only an hour west of Eugene on the Central Oregon Coast, is known for our quaint Historic Old Town and our great outdoor recreation opportunities located within the Oregon Dunes National Recreation Area.

Florence is a thriving community in western Lane County with an economic base of small business, medical care facilities, educational opportunities, and services including the fishing and logging industries. In recent years Florence has welcomed active retirees and has expanded its tourism base. For more information on the Florence area, please visit www.florencechamber.com.

Incorporated in 1893, the City of Florence operates under the council-manager form of government. The mayor and four councilors are elected at large. The management team members report directly to the City Manager.

The City has approximately 64 FTE staff members and a current budget of \$34.5 million. The City's departments include City Manager's Office, Community Development, Finance, Florence Events Center, Municipal Court, Police, and Public Works.

What's ahead for the City of Florence?



The Florence City Council has refined the vision, mission, and goals for our City and our community over the past two years. The vision that our City Council and our employees strive for is to become “Oregon’s Premier Coastal Community.” In order to accomplish this vision, the City Council has developed five overarching goals. The work outlined in our City Work Plan can be tied to one or more of these goals. As shown to the right, our City Goals include: City Service Delivery; Livability & Quality of Life; Economic Development; Communication & Trust; and Financial & Organizational Sustainability. This vision and our goals were developed with the long-standing City mission at the core. The City of Florence’s mission is “to meet community

expectations for municipal services, provide a vision for civic improvements, maintain a quality environment, and position Florence to have an economically viable and sustainable future.”

It takes a lot to become Oregon’s Premier Coastal Community and we are working hard each day to achieve this. As we speak to our local and regional partners, civic groups, and our citizens, we describe our work and our organization as a *City in Motion*. This has become our motto and our tag line. It takes constant movement and effort to achieve our goals. Everything we do contributes to achieving those goals for our organization and our citizens.

Our City staff and our community have embraced the *City in Motion* mantra. Check out our City of Florence: A City in Motion video on our website at www.ci.florence.or.us/citymanager/city-motion-video. The City Council and Management Team have outlined what it means to be a *City in Motion* and the exciting projects we have in store for our community. We are looking for a local government professional who can join our *City in Motion*, embrace our mission and goals, and contribute to our vision of becoming Oregon’s Premier Coastal Community!

Management Analyst Initial Priorities

The City of Florence’s Work Plan outlines some exciting projects for the City Manager’s Office and the City as a whole. Several of those projects are outlined below and will become priorities for the new Management Analyst.

1. Assist with communications & community outreach.
 - ◆ *Further development of the City’s website functions.*
 - ◆ *Facilitate the production and distribution of the City’s newsletter.*
 - ◆ *Development of content for the City’s website and social media.*
 - ◆ *Development and implementation of a City-wide Citizens Academy, and coordination of community events such as City Day or Public Works Day.*
2. Support of the City’s Emergency Management function, including coordination of departmental policies, plans, training, and activities.
3. Review and implementation of best practices for City-wide policies, both internal and external.
4. Provide assistance to departmental and urban renewal projects.
 - ◆ *Including Public Works, Justice Center, City Hall, and other capital projects.*