

Compensation and Benefits

The City of Sonoma provides a competitive compensation and benefits package. The current salary range for this exempt position is \$82,073—\$99,760 per year. The City of Sonoma offers a variety of alternative work schedules including a 9/80.

The benefits package includes:

- Retirement: CalPERS Retirement System – Classic employees: 2% at 55 formula based on highest year compensation and sick leave conversion. Candidates hired on or after January 1, 2013, are subject to restrictions imposed by PEPRRA including 2% @ 62. The City does not participate in Social Security.
- Generous medical package for employee and family members.
- Dental and Vision Insurance: City pays 100% of the premium.
- AD&D and Long-Term Disability Insurance: City pays 100% of the premium.
- Life Insurance: \$100,000. City pays 100% of the premium.
- Vacation: accrues at the rate of 80 hours per year for the first three years and increases with years of service.
- Sick Leave: accrues at the rate of 4 hours per month with an additional 24 hours of Alternative Sick Leave awarded July 1 and 24 hours awarded January 1 of each year.

The Recruitment Process

To apply for this exciting career opportunity, please send your resume and cover letter electronically to:

City of Sonoma – Attention: Cathy Lanning, Administrative Services Manager
clanning@sonomacity.org

Call Cathy Lanning at 707-933-2217 for more information.

Search Schedule

Application/Resume filing deadline..... 5:00pm, Friday, April 26, 2019

First interview date will be the first week in May.

On the Cover:

In the middle of the Plaza, Sonoma's early 20th century City Hall is a *National Historic Landmark* and still serves as the community's focal point and boasts many community festivals. The adjacent scenic hills and agricultural valley provide a setting of unparalleled natural beauty.



City of Sonoma California



Senior Management Analyst City Manager's Office

The City of Sonoma is seeking a highly qualified, dynamic, and enthusiastic candidate to fill its new Senior Management Analyst position. This is a new management position in the City Manager's Office and will provide high level analytical and project management expertise. The Senior Management Analyst will work with every department in the City, our City Manager, City Council, and a multitude of community partners to ensure that the City of Sonoma continues to be an exceptional place to work, visit, and live. Located just 45 minutes north of the Golden Gate Bridge, the City of Sonoma spans approximately 2.8 square miles in the heart of one of the world's premier wine-producing regions. This position will provide the selected candidate with excellent experience, exposure and expertise for their career future.

City of Sonoma



No. 1 The Plaza
Sonoma CA 95476
707.938.3681 phone
707.938.8775 fax
www.sonomacity.org



The Community

The City of Sonoma is a beautiful, environmentally friendly, and safe place, widely recognized as one of the most desirable cities in Northern California to live, visit, and do business. Sonoma is proud of its friendly and small town atmosphere with residents that are actively engaged in city policies, volunteerism in a plethora of non-profits, and numerous community events and activities on the City's historic Plaza in the center of town. The City of Sonoma offers its 10,989 residents and visitors numerous attractions including shopping in the historic Plaza, wine tasting, hiking, as well as a vibrant restaurant scene. The City's commitment to open space preservation is visible with protected scenic hills and preserves, plus the renowned agricultural fields of the Sonoma Valley which provide a setting of unparalleled natural beauty. In the middle of the plaza, Sonoma's early 20th century City Hall is a *National Historic Landmark* and still serves as the community's focal point, boasting many community festivals and drawing the community together year round.

The Organization

Incorporated in 1883 as a general law city, the City operates under a Council-Manager form of government with a five-member City Council. Sonoma boasts of an engaged citizen base and a culture of civility in public discourse. The City of Sonoma has a staff of 35 full-time and five part time-employees. These employees provide General Government (City Manager, City Clerk, Finance, Human Resources, and Risk Management), Building/Planning and Public Works (Administration, Streets, Parks, Water, and Cemetery). The City contracts its police services with the Sonoma County Sheriff's Department and its fire services with Sonoma Valley Fire Rescue Authority – both of these relationships are active partners within the City's leadership team. Water is wholesale provided from the Sonoma County Water Agency and sanitation management and infrastructure are under the management of the Sonoma County Sanitation District.

The Position

The Senior Management Analyst position was recently approved by the Sonoma City Council in order to help move forward new projects and initiatives and support internal operations and management. The position reports to the City Manager. Specifically, the position will provide responsible professional, administration and technical assistance in the development, administration and implementation of City programs and projects; to provide highly responsible, analytical staff assistance including to conduct specific complex, difficult and comprehensive analyses of a wide range of municipal policies involving organization, procedures, finance, budget and services; to manage various projects and initiatives for the City; and to assist in general management functions.

The Senior Management Analyst position is a management position yet a generalist that can work on a variety of projects of the City. Most of the time, these projects will be overseen by the City Manager, but occasionally, the Senior Management Analyst will work on projects assigned to other departments based on operational need and priorities. The Senior Management Analyst would also assist with research and preparation for the annual budget process and employee negotiations.

Some of the initiatives that are currently priorities for the City Council include Commercial Cannabis, Minimum Wage, Broadway Streetscape and Circulation, Plaza and Depot Park Enhancements and Connectivity, Downtown Parking Strategy, and numerous other goals.

All public employees are determined to be disaster service workers under Section 3101 of Government Code. As a disaster service worker, this position is subject to such disaster service activities as may be assigned by superiors and subject to mandatory emergency call out.

The Ideal Candidate

The Senior Management Analyst will need to have a thorough understanding and broad management experience with municipal administration, organization and service delivery. This is the advanced journey level class within the professional Management Analyst series. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including providing administrative and analytical support on City-wide initiatives, managing projects with coordination among the public and/or commissions, and serving as liaison between the City Manager's Office and other departments. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

The ideal candidate will have experience managing complex projects both internally and externally. In order to be successful, we are looking for a candidate with these attributes:

Leadership / Management / Analytical / Strategic Problem Solver

- Proven track record illustrating successful project management experience with significant accountability and stakeholder interaction.
- Excellent analytical, research and problem solving skills.
- Ability to think strategically, identifies key issues in complex situations, evaluates options, and initiates roads forward for resolution.
- Leadership skills and ability to bring teams together to determine solutions and opportunities.
- Experience working effectively with Department Heads, City Manager, City Council and staff as well as community members.

Customer Service / Commitment to Serve / Integrity

- Exhibits a passion for his/her profession and conveys a genuine pride for public service with a commitment to honesty and integrity.
- Approachable and strives to foster healthy relationships throughout the organization and community.
- Fosters an environment that ensures superior customer experiences, a high degree of responsiveness and innovative problem solving.
- Ability to embrace opportunities for change and implement improvements, while respecting the importance of history and tradition.

Communication / Collaboration / Teamwork

- Highly collaborative and proactively identifies opportunities to assist and collaborate with internal and external partners/customers.
- Exhibits a strong team orientation as Sonoma's Management Team works closely together to address organizational as well as community challenges and opportunities.
- Exemplifies excellent communication (written and verbal) and interpersonal skills including public presentations.

Minimum Qualifications

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

EDUCATION:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a related field. A Master's degree in a related field is highly desirable.

EXPERIENCE:

Three years of professional level experience in public administration.

LICENSE AND CERTIFICATE:

May need to possess a valid California driver's license and proof of automobile liability insurance as required by the position.



The City of Sonoma is an equal opportunity employer. It is the policy of the City of Sonoma to preserve the right to equal employment opportunity for all persons, including those with physical, mental or sensory disabilities.

If you require special accommodation during the testing or interview process due to a legal disability, please supply the City with documentation on the need for accommodation, and the type(s), in a written request submitted at least five (5) days prior to the date of the examination or interview.

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained herein may be modified or revoked without notice.