



SENIOR MANAGEMENT ANALYST

City of Placerville, California

Salary: \$76,200 - \$92,604 annually plus excellent benefits.

The City of Placerville, incorporated in 1854 and historically known as "Old Hangtown," has a rich Gold Rush history. It lies in the heart of the Sierra Foothills, 35 minutes east of the state capitol of Sacramento and one hour west of the world class resort destination of Lake Tahoe. Placerville offers a wide range of lifestyle choices with many outdoor activities available in a beautiful mountain setting and has excellent living environment. Recreational opportunities are minutes away, such as hiking, camping, rafting, fishing, and skiing.

THE POSITION: The Senior Management Analyst is a newly created position working out of the City Manager's Office. The position will provide direct support to the City Manager in support of the City's newly adopted Broadband Master Plan. In addition, the position will provide backup and support of the daily operations of the Information Technology Division.

Typical Duties: Performs a wide variety of professional level research, administrative, and analytical duties in support of the City Manager and Director of IT; performs special projects, research studies, budget analysis and other specialized functions. Helps maintain website, communicating with website software vendor and provides training to website users. Monitors and enforces network & password security. Will also work in a Police department environment with sensitive data. Performs back up, recovery for data of all city servers / devices. Monitors hardware and software on LAN/WAN systems. Performs system administrator functions for the city network. Troubleshoots software and hardware to maintain performance and system throughput. Trains users on use of equipment and application software. Performs setup and personal computer maintenance (Windows based.)

Education and Experience Guidelines: 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/Training: Equivalent to a Bachelor ' s degree from an accredited college or university with major course work in public administration, business administration, economics, or a related field. (Note: A Master ' s Degree is preferred and can substitute for some of the recommended Experience) **Experience:** Five years of increasingly responsible administrative, analytical and/or budgetary experience related to assigned area License or Certificate: Possession of, or ability to obtain by date of appointment, an appropriate driver's license. (Experience with Computer Networks a plus)

APPLY BY: August 11, 2022 at 5:00 p.m. Please submit a City application and resume through the City's employment portal at www.cityofplacerville.org