



## EMPLOYMENT OPPORTUNITY

The City of Rio Vista is accepting applications for the position of:

### **ADMINISTRATIVE ANALYST**

**Salary \$3,645 – 4,430 DOQ**

**The City of Rio Vista** is accepting applications for the position of **Administrative Analyst**. Under general supervision of the Director of Finance, performs a wide variety of responsible and complex administrative and analytical support duties for assigned department; to oversee assigned administrative processes, procedures and programs; and to provide information and assistance to the public regarding the assigned programs and services.

Oversees assigned administrative support functions including budget, purchasing, or other specialized department programs; direct the work activities of assigned clerical and technical personnel; prioritize and coordinate work assignments; review work for accuracy; recommend improvements in work flow, procedures and use of equipment forms. Participates in the preparation and administrative of assigned budget(s); maintain and monitor appropriate budgeting controls. Collect, compile, and analyze information from various sources on a variety of specialized topics related to programs administered by the position or by management staff; write reports which present and interpret data, identify alternatives and make and justify recommendations. May provide periodic backup to accounts payable, payroll, and other related positions and performs other duties as assigned. Associate Degree from an accredited college or university or equivalent, and three (3) years of accounting or municipal finance experience required.

**Compensation** includes an excellent benefits package: CalPERS Retirement, 90% employer-paid family medical coverage and 100% employer-paid dental, vision, and life insurance. Paid time off that includes 12 days of vacation, 15 holidays, and 96 hours sick leave.

**Selection & Processing:** Applications will be reviewed for minimum qualifications and only the most qualified will continue in the process. Those selected are subject to background investigation, live scan, physical and drug screen.

**Final filing date: Thursday, July 12, 2018 by 5 p.m.** To obtain the Employment Application, detailed benefits information, job description and salary schedule, please visit our website at: [www.riovistacity.com](http://www.riovistacity.com) (Departments/Human Resources/Employment Opportunities). Submit applications to City of Rio Vista, Human Resources, 1 Main Street, Rio Vista, CA 94571. **A City application must accompany a resume.** The City of Rio Vista is an Equal Opportunity Employer.

**THE CITY OF RIO VISTA IS AN EQUAL OPPORTUNITY EMPLOYER**