

OPERATIONS ANALYST: \$28.38 - \$36.22/hr. (Compressed work schedule Monday – Thursday). The City of Atwater is recruiting for an Operations Analyst in the City Clerk/Administration Department. Under general supervision of the City Manager, Deputy City Manager, or designated department director, to perform a wide variety of difficult, routine, and complex administrative, technical, and professional work in analyzing and administering a variety of functional areas. This position assists with the coordination of the City's Public Information activities and performs a vast array of projects, including press releases. Serves as Disaster Service Worker. FLSA Status: Exempt. Bargaining Group: Mid-Management (Confidential), Unrepresented.

Minimum qualifications include, but are not limited to: possession of a Bachelor's degree from an accredited college or university in public or business administration, or a closely related field; and six (6) years of broad, increasingly responsible administrative experience involving at least one (1) year of administrative office support services to a manager, preferably including work in a public agency involving development and administration of programs, budgets, and public services. Public relations/information experience is highly desirable. Possession of a valid California driver's license. Please refer to job description for complete listing of minimum qualifications located on the City's website.

Upon issuance of a conditional job offer, qualifying candidates are required to successfully complete and pass a criminal record background clearance, credit check, medical examination, and drug screen.

Applications may be obtained on the City's website www.atwater.org or picked up at City Hall and must be submitted directly to the Human Resources Department, 750 Bellevue Road, Atwater, CA. Final filing date: **5:00 PM, Thursday, March 22, 2018**. EEO/AA; TDD 711