

JOB ANNOUNCEMENT BULLETIN



NEIGHBORHOOD HOUSE ASSOCIATION
5660 Copley Drive • San Diego, CA 92111 • (858) 715-2642

MANAGEMENT ANALYST

1080-0309-OC

SALARY:

Range: 52.5 \$21.9319 - \$24.2087 Per Hour

EMPLOYMENT OPPORTUNITY:

Two full time position is available with NHA Head Start. One located at 4774 Clairemont Mesa Blvd, San Diego, CA. and One located at 5660 Copley Drive, San Diego, CA 92111

FILING DEADLINE:

Applications are being accepted until, March 20, 2009 at 4:30 p.m. Applications and job announcements may be obtained at 5660 Copley Drive, San Diego, CA 92111 or at 841 South 41st Street, San Diego, CA 92113. You may also refer to the website at www.neighborhoodhouse.org.

DUTIES:

Under the direction of the Area Director, performs moderately difficult statistical and management analyses in support of the administrative functions of the assigned department or program; performs responsible analyses which support functions, projects, programs and initiatives in program administration and implementation; analyzes records and documents; prepares worksheets and related records to administer assigned program; interprets and explains program and/or funding agency provisions, rules, regulations and performance standards, and makes appropriate recommendations; maintains accuracy of computer generated reports; coordinates with information systems staff to make necessary system changes; assembles data, conducts studies and prepares monthly and periodic reports; assists department managers in analyzing and researching the basis for budget-expenditure variances; prepares variance reports for review; participates in the development of agency or program policies and procedures; coordinates systems needs with Information Systems Department to establish a more efficient information flow; develops, maintains and updates a variety of administrative and project tracking systems; consults with and advises management and staff on project progress; performs special cost, trend, impact and other analyses and drafts reports and recommendations on assigned projects to support department functions; prepares a variety of regular and special reports for management, committees and councils; and performs related duties as assigned.

MINIMUM QUALIFICATIONS:

Education, Experience & Training: Graduation from a four-year college or university with a major in public or business administration, early childhood education or a closely related field; and at least two years of progressively responsible experience performing complex financial, statistical and program analyses; or an equivalent combination of training and experience.

03-03-09

AA/EEO/H/V/EMPLOYER

MINIMUM QUALIFICATIONS (continued):

Knowledge of: Theory, principles, practices and techniques of public agency budget development and financing; applicable state and federal laws and regulations governing budgeting and financing of nonprofit agencies; association structure, policies and procedures; computer tools and software, particularly as related to statistical analysis, modeling, data management and manipulation; financial, statistical and comparative analysis techniques; principles, practices and methods of administrative, budgetary, economic and procedural analysis; principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation;

Ability to: Operate a personal computer and spreadsheet, word processing, financial modeling and other standard software; utilize specialized databases to obtain necessary information; analyze and make sound recommendations on financial and budget data; select appropriate methodologies and perform mathematical and statistical calculations and analyses; prepare clear, concise and comprehensive financial analyses, reports and presentation materials; exercise sound independent judgment within general policy guidelines; understand, interpret, explain and apply state, local and Association laws, regulations and policies regulating financial accounting, reporting and recordkeeping; evaluate administrative and financial information and make sound recommendations within areas of responsibility under intensive deadlines; establish and maintain effective multi-agency and departmental contact; establish and maintain effective working relationships with management, staff, volunteers and others encountered in the course of work.

PHYSICAL & MENTAL DEMANDS:

Required to sit, stand and walk; talk or hear, both in person and by telephone; use hands to operate, finger, handle, feel or operate standard office equipment; reach with hands and arms; Required to use written and oral communication skills; read and interpret financial and statistical data, information and documents; analyze and solve complex problems; use math and apply mathematical reasoning to abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with frequent interruptions; meet intensive and changing deadlines and interact with officials, staff and the public. This job includes close vision and the ability to adjust focus.

APPLICATIONS OF CANDIDATES WHO DO NOT MEET THE STATED POSITION REQUIREMENTS WILL NOT BE CONSIDERED. ONLY THOSE CONSIDERED FOR INTERVIEW WILL BE CONTACTED.

The provisions of this job announcement do not constitute an express or implied contract.

FILING APPLICATIONS

Applications must be filled out completely and legibly. Applications may be submitted in person or by mail. All statements on the application will be subject to verification and investigation prior to employment. When a closing date is indicated, applications must be received by or before 4:30 p.m. on that date, unless otherwise stated on this job announcement.

POSITIONS REQUIRING DEGREE/ CREDENTIAL

Where required, an official transcript from an accredited college/university and/or Credential must accompany the application. Applicants who fail to comply with this requirement will not be eligible for interview.

BENEFITS

Vacation; sick leave; 13 holidays; 2 personal days and 4 days bereavement leave; medical; dental; life and disability insurance; Social Security and Retirement Plan.

HOURS

Unless otherwise stated in this job announcement, the normal workweek is eight (8) hours per workday for five (5) workdays (i.e., 40-hours per workweek), although the actual hours of work in the workday may vary between 6 a.m. – 11 p.m. Occasional weekend work may be required.

INTRODUCTORY PERIOD

All non-professional positions have an initial introductory period of six (6) months, and all professional positions have an initial introductory period of nine (9) months.

CITIZENSHIP/IMMIGRATION STATUS

In accordance with the Immigration Reform and Control Act of 1986, Neighborhood House Association hires only U.S. citizens and others lawfully authorized to work in the U.S.