

The City of
MADERA



JOIN OUR TEAM!

Are you...

Interested in municipal government and public service?

An independent thinker and self-starter?

A team player who wants to contribute?

A person who wants to make a difference in the Madera community?

NOW RECRUITING FOR: Program Manager-Grants

APPLY BY 3PM, FRIDAY, 9/27/19

SALARY

\$2,038.40-\$2,601.49/BI-WEEKLY

PRIMARY RESPONSIBILITIES

The Program Manager-Grants position performs professional administrative and program support duties related to grant funded programs; develops, implements and administers grant funded activities through research, analysis and preparation of proposals and reports. The incumbent is expected to independently perform the full scope of duties associated with needs identification, grant application, and grant administration for programs including home ownership, economic development, air quality, rehabilitation and community development.

QUALIFICATIONS

Experience/Education: Three years of directly related experience at a professional level in grant writing and funding activities, and a Bachelor's degree in business administration, public administration, urban planning or a related field. A Master's degree in business administration, urban planning or public administration may be substituted for one year of the required experience.

Licenses: Valid Class C California Drivers License.

EXAMINATION PROCESS

Only those applicants who meet the qualification standards of this position by the application filing deadline will be allowed to participate in the examination process. Examination scores determine standing on Civil Service eligibility lists. The City Manager, upon recommendation of the department head, will make the final selection and appointment from the established eligibility list.

The examination process may consist of the following parts: Application Package Review: Qualifying Only; Oral Exam: 100% Weight Value. Candidates must earn a score of 70% or higher to be considered for the eligibility list.

Applicants who require special examination accommodations due to a disability should contact the Human Resources Department five (5) business days prior to any scheduled examination at (559) 661-5401.

Applicants may be eligible for Veteran's Preference Points (5 points) and should attach a DD214 to their employment application for consideration of this preference.

learn more



madera.gov/apply



SALARY

Compensation and benefits for the Program Manager-Grants position are defined in the Memorandum of Understanding between the City and the Mid Management Bargaining Unit, as well as the City's Personnel Rules.

Step A	\$2,038.40
Step B	\$2,140.24
Step C	\$2,247.48
Step D	\$2,359.60
Step E	\$2,477.61
Step F	\$2,601.49

RETIREMENT

The City participates in the CalPERS defined benefit retirement system. Retirement formulas and contributions are as follows. The terms "Classic Member" and "New Member" are as defined by CalPERS.

Classic Members employed with the City prior to 10/20/2012

- 2.5% at 55 formula, single highest year final compensation
- Employee Contribution paid by the employee pre-tax: 2.375%%

Classic Members employed with the City on or after 10/20/2012

- 2% at 60 formula, average three year final compensation
- Employee Contribution paid by the employee pre-tax: 2.375%

New Members employed with the City on or after 1/1/2013

- 2% at 62 formula, average three year final compensation
- Employee Contribution paid by the employee pre-tax: 6.25%

HEALTH INSURANCE

The City contributes a monthly amount for the employee to use to purchase health, dental and vision coverage. For medical coverage, the City contracts with Blue Shield. Dental insurance is through Ameritas and vision coverage is through Superior.

EMPLOYEE ASSISTANCE PROGRAM

The City of Madera offers an employee assistance program or employees and dependents that provides counseling and other services for dealing with life's challenges at no cost to the employee.

PAID LEAVE

The City of Madera offers a generous paid leave program, including paid holidays, sick leave, vacation, and administrative leave.

GENERAL INFORMATION

Applications may be obtained from the City's website www.madera.gov/ apply or by calling the City's Human Resources Department at (559)661-5401. Applications must be submitted to the City's Human Department prior to the application deadline. Appointment will be contingent upon an extensive background check, pre-employment physical and drug screen.

LIFE INSURANCE

The City provides a \$25,000 life and accidental death and dismemberment policy along with \$5,000 dependent life. The employee may purchase additional supplemental life insurance for him/herself, spouse and/or dependents.

LONG TERM DISABILITY

This city paid benefit provides up to 2/3-income protection.

BILINGUAL INCENTIVE

English/Spanish for qualifying individuals and positions after passing annual bilingual test.

DEFERRED COMPENSATION

The City offers a paid/vested contribution of 4.2% of base pay to one of two 457 plans offered to the employee. In addition, the employee may also contribute, though not required.

EDUCATION INCENTIVE

- 5% of base pay for a job-related Master's Degree
- 7% of base pay for a job-related Doctorate Degree

EDUCATION REIMBURSEMENT

Up to \$2400/fiscal year for college coursework with prior approval from your Department Head.

