



City of Long Beach Management Assistant Program

Fast Track Your Future in Local Government Management

Application Due Date:
January 30, 2009

Program Start Date:
June 29, 2009

For the past 28 years, the City of Long Beach Management Assistant Program has been attracting the country's top graduate students to work in the exciting field of local government. The Management Assistant Program provides talented individuals with the experience needed to gain the knowledge and skills to be effective local government leaders, while making a difference in California's 5th largest and most diverse City.

Engaging Rotations Learn about the challenges and opportunities of managing a large organization by working under the direction of the City Manager in four different departments during your year as a Management Assistant, including the City Manager's Office and Financial Management.

Access to Executive Management Work alongside highly accomplished career managers and be privy to the highest level of executive decision-making. The expectations and the workload for Management Assistants are very high, and the program participants provide direct support to the organization's top management.

High-Priority Projects Develop your management skills by taking a leadership role on challenging citywide projects. Management Assistants are considered key members of the City Management Team and are given assignments in critical areas that develop project management, program evaluation, report writing, research, presentation and analytical skills.

Career Advancement Jump-start your career in organizational leadership and prepare yourself for the next step. Management Assistants who successfully complete the one-year program are well prepared to compete for professional positions within the City.

How to Apply Submit **FOUR (4) COPIES** of the following documents if submitted by regular mail, **ONE (1)** if by email:

- Resume including honors, work experience and school/extracurricular activities. Names and telephone numbers of three references, one of which must be a faculty member.
- Complete graduate and undergraduate transcripts (unofficial, scanned copies accepted).
- Responses to the following three questions. (Responses should be no more than two pages per question.)
 1. How will serving as a Management Assistant with the City of Long Beach assist you in obtaining your career goals, and what is it about the City of Long Beach that makes this your position of choice? Please include your short-term and long-term career objectives.
 2. Describe the most complex analysis that you have completed either in a past internship, job or school assignment. Please specify where you completed the analysis, why it was done, what the outcome of the analysis was and any analytical tools used to complete the project.
 3. Describe what qualities you possess that you believe will make you successful as a Management Assistant in the City of Long Beach.



Qualifications Applicants must have completed the requirements for a Master's Degree in Public Administration, Public Policy, Business Administration or related field by July 2009.

Salary The salary for this position is \$47,000, plus a full benefits package.

Selection Procedures Please send application materials to the following addresses:

ManagementAssistant@longbeach.gov

Please include your name and "Management Assistant Program" in the subject heading of your email and include all documents in one PDF attachment.

Or by regular mail to:
Management Assistant Program
City of Long Beach
333 W. Ocean Blvd., 13th Floor
Long Beach, CA 90802

Applications must be emailed or postmarked no later than:

Friday, January 30, 2009.

Top candidates will be invited to the City of Long Beach in April for a one day Assessment Center. The selection committee will make final job offers at the conclusion of the Assessment Center.

EQUAL OPPORTUNITY EMPLOYER

The City is an Equal Opportunity Employer and values diversity at all levels of the organization. This information is available in an alternative format by request to Tara Brewer at: (562) 570-6254.



The City of **LONG BEACH,** California

The City of Long Beach, with a population of approximately 491,000, covers 52 square miles in southwest Los Angeles County and is the fifth largest city in the State of California. Long Beach is strategically located in the Southern California basin and is less than a 30 minute drive to Los Angeles and Orange County business centers. Long Beach has some of the best shoreline, marinas and beaches in Southern California, and a superb climate with 345 days of sunshine per year moderated by pleasant ocean breezes.

The City of Long Beach is well-known as the home of the Queen Mary, the Long Beach Aquarium of the Pacific, the Long Beach Grand Prix, the Port of Long Beach (named the nation's 2nd busiest sea port), one of the world's most environmentally safe offshore oil operations, an award winning transit agency and numerous major commercial enterprises.

Long Beach is a full service City providing customary municipal services through departments such as Police, Fire, Public Works, Development Services, Library Services, and Parks, Recreation and Marine. The City also owns and operates a leading deep water port, offshore and onshore oil production, a gas utility, a water utility, a commercial airport, a public health department, a convention and entertainment center, two historic ranchos, three marinas and five golf courses.

Long Beach has been recognized by *USA Today* as the most diverse City in the United States-one of the City's strongest assets. The City's ethnic breakdown



is approximately 36% Hispanic, 33% White, 15% Black, 12% Asian, and 5% all other ethnicities. The City was also named as one of the top 100 best places for young people by America's Promise and the 8th most walkable City in the US by WalkScore. The City, widely recognized as a very desirable and livable community, is known for its unique neighborhoods, quality schools, excellent hospitals and noted arts and cultural resources.

Long Beach was originally incorporated in 1888, and after a period of disincorporation, was reincorporated in 1897. Since 1921, Long Beach has been governed as a charter city and operates under the council-manager form of government. The Council currently includes a Mayor, elected at large, and nine council members, elected by districts for four-year terms. The Council appoints a City Manager who manages the daily affairs of the City. The City has over 6,400 employees and a FY 2009 total budget of \$3.1 billion (\$405 million in the General Fund).

To learn more about the City of Long Beach, visit our website at: www.longbeach.gov.

