

**CITY OF
LONG BEACH**
California



MANAGEMENT ASSISTANT PROGRAM

For the past 39 years, the City of Long Beach Management Assistant Program has attracted the country's top graduate students to work in local government. The Management Assistant Program provides talented and motivated individuals with experience and skills to become innovative local government leaders.

Qualifications

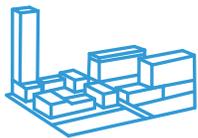
Completed requirements for a Master's Degree in Public Administration, Public Policy, Business Administration, Urban Planning or a related field by June 2019 and 6 months experience in government, finance, legislation, research, or statistical analysis.

Salary

Approximately \$58,354, a full benefits package, and a CalPERS defined pension with an employee participation currently at 6.5 percent of salary.

Management Assistants will:

- Learn about managing a thriving, full service City by working under the City Manager in four different departments, including the City Manager's Office and Financial Management.
- Take the lead on challenging citywide projects as key members of the City Management Team, developing lasting innovative solutions to serve a diverse community.
- Work with accomplished career managers and access high-level decision-making, including mentorship and weekly participation in Department Director meetings.
- Gain experience and exposure to better compete for professional City positions.



**New City Hall
opens June
2019!**



**Top 10
walkable
& bikeable
City**



**Work in a diverse, full-service
city serving 470,000 residents**

**FY19 \$3B budget prioritizes safety,
homelessness, and infrastructure**



Apply online at: www.longbeach.gov/jobs

If you have any questions, please email: Management.Assistant@longbeach.gov

Learn more about the Management Assistant Program at: www.longbeach.gov/jobs/map/

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 at: (562) 570-7144. In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for positions interacting with the public.

*The fellowship is named for former Management Assistant, David Wodynski, who rose quickly in the organization and passed away in 2010.