

EMPLOYMENT OPPORTUNITY



Administrative Analyst
San Rafael Fire Department
\$6,870 - \$8,351 Monthly DOE/DOQ
(Salary effective July 1, 2026)

Apply by Tuesday, June 30, 2026 at 5:00 p.m.



ABOUT THE CITY

The City of San Rafael is focused on enhancing our community members' quality of life through well-designed services and a positive workplace culture. San Rafael is the economic and cultural heart of Marin County, and its high quality of life is centered on its commercial districts, engaged neighborhoods, active lifestyle, and natural environment.

With a population of approximately 60,000, San Rafael is a full-service city with a City Council and City Manager form of government with 12 departments, more than 400 employees, and an annual budget in fiscal year 2025-2026 of approximately \$193 million.

The City's vision is to be a vibrant economic and cultural center reflective of its diversity!



TOGETHER SAN RAFAEL

OUR VISION... *where do we want to go*
A citywide effort to improve service delivery and make San Rafael a great place to work.

OUR MISSION... *how do we get there*
Bring together all City Employees to create, implement, and celebrate innovative solutions to organizational and community challenges.

Together San Rafael Guiding Principles

Together in Service

Foster teamwork by collaborating across departments and recognizing the value of diverse perspectives. Help others succeed by creating a supportive environment and always assuming positive intent in interactions.

Reimagine the Status Quo

Challenge norms by asking “why” and testing creative ideas to innovate and improve service delivery. Remember, just because we've always done something one way doesn't mean we should continue; think outside the box.

Start with Community Needs

Cultivate trust and design services with the community in mind. Convene and co-create solutions to better understand and address the needs of those we serve.

Practice Openness

Advocate for transparent, open communication while remaining curious and adaptable. Embrace change to enhance service delivery and drive improvement.

Find Something to Say Yes To

Encourage a positive and solution-oriented approach by taking risks and trying new approaches to solve problems. Embrace creativity and positivity to deliver exceptional customer experiences.

Be Mindful

Every interaction creates a meaningful story, stressing the importance of being considerate and thoughtful in actions and decisions. Serve with integrity and honor our role in responsibly managing public resources.

THE DEPARTMENT

The San Rafael Fire Department is an all-risk fire agency with 69 highly trained operational firefighters providing services in firefighting, Advanced Life Support (ALS) response, ambulance transport, technical rescue, hazardous material response, disaster response, fire prevention, and community preparedness.



We are dedicated to delivering the highest level of emergency service to our community—professional, compassionate, predictable, consistent, and sustainable.



THE POSITION

The San Rafael Fire Department is seeking a full-time Administrative Analyst to join our Administrative Division. At the direction of the Department's Senior Management Analyst, this position provides professional administrative support to the Fire Department, with responsibilities including contracting, grant management, principles in accounting and other administrative duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, organizes, coordinates and implements day-to-day program assignments independently.
- Conducts research, analyzes data, and presents conclusions and recommendations.
- Analyzes federal and state laws and regulations as they relate to assigned programs and develops and implements changes.
- Develops program manuals, comprehensive reports, handouts, flyers, newsletters, and other documents for communicating program information.
- Drafts and publishes authorized social media posts, consistent with City messaging, and responds to citizen inquiries on behalf of Department.
- Plans and coordinates civic engagement events.
- Participates in the training of clerical personnel. May provide work direction to others.
- Prepares comprehensive written reports regarding program activities.
- Educates and engages with other city staff, city council, community representatives, and citizens.

IDEAL CANDIDATE

The ideal candidate for the Administrative Analyst position will be a blend of the following skills and experience:

- Background and knowledge of accounting and budgeting including accounts payable, accounts receivable, and budgeting.
- Experience with managing contracts, risk management, and the RFP process.
- Ability to create flyers, news posts, and other outreach material to the broader community.
- Excellent written and verbal communication skills, with the ability to prepare clear, accurate meeting agendas, minutes, and memos.
- Experience with payroll and understanding of basic human resources policies and principles.
- Ability to analyze data and present concise written recommendations or summaries of findings.
- A collaborative, service-oriented approach to working with the public, internal staff, and staff across departments.

[To view the full job description, CLICK HERE](#)



COMPENSATION AND BENEFITS

This position is a regular position of the City's [SEIU Local 1021](#) employee group and is eligible to receive benefits including but not limited to:

- MEDICAL | City group health coverage, with the City paying a fixed dollar amount toward the cost of the monthly insurance premium: Employee only: \$998.00 | Employee plus one: \$1,995.00 | Family: \$2,520.00
- DENTAL | Premium fully paid for employee plus eligible dependents.
- VISION | Premium fully paid for employee.
- VACATION LEAVE | 10 days annually, increases after 3 years of service
- SICK LEAVE | 12 days annually
- HOLIDAYS | 12 paid City holidays plus 1 floating holiday per year
- BEREAVEMENT LEAVE | Up to 5 days paid leave
- PAID PARENTAL LEAVE (if eligible) | Up to 300 hours paid leave. SEIU employees also contribute to State Disability Insurance (SDI)
- END OF LIFE CARE LEAVE | Up to 80 hours paid leave
- LIFE INSURANCE & AD&D | \$20,000 Life policy and \$20,000 AD&D policy
- LONG TERM DISABILITY | 66.67% of salary, up to \$1,000 per month
- RETIREMENT | Enrollment in the [Marin County Retirement System \(MCERA\)](#) pension plan, a defined benefit retirement program
 - Tier 2 - hired on or after 7/1/2011: 2% @ 55, Average of 3 highest years
 - Tier 3 PEPRA - hired on or after 1/1/2013: 2% @ 62, Average of 3 highest years
- GYM MEMBERSHIP REIMBURSEMENT | Up to \$198 per year
- BILINGUAL PAY (if eligible) | Up to \$250 per month

EDUCATION AND EXPERIENCE

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities may qualify. A typical way of gaining the knowledge, skill and ability is:

- Equivalent to an Associate's degree with college course work in public administration, business administration, or a related field, **AND**
- Three (3) years of progressively responsible administrative support experience, preferably within a public agency.
- Experience involving extensive written customer communications, employer social media posts, research, budget preparation/reconciling; development of marketing materials and event planning/coordination may substitute for the required education on a year-for-year basis.



Join the City of San Rafael's dedicated team and contribute to a vibrant, thriving community!



HOW TO APPLY



APPLY ON
CALOPPS

APPLY BY TUESDAY, JUNE 30, 2026 @ 5:00 P.M.

INTERVIEW SCHEDULE:

- Tuesday, July 7th - First panel interviews (In person preferred)
- Thursday, July 9th- Finalist interviews (In Person preferred)

(Dates subject to change - check application page for updates)

Please plan your schedule accordingly.

Questions? Contact rhonda.castellucci@cityofsanrafael.org