



SAN RAFAEL

THE CITY WITH A MISSION

Administrative Analyst

\$5,859 - \$7,122 per month
Plus excellent benefits

APPLICATION DEADLINE: *Apply by Friday, August 12, 2022, for first consideration*

THE CITY 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. San Rafael (population 61,000) is a full-service city with a city council/city manager form of government with 12 departments, more than 400 employees, and an annual budget of \$120 million. The City's vision is to be a vibrant economic and cultural center reflective of its diversity. The City Council is engaged and seeks to strengthen the urban and commercial areas as well as sustain the beautiful natural environment.

San Rafael's Organizational culture framework is an initiative called ["Together San Rafael."](#) City employees are our greatest asset, and we seek talented individuals with diverse backgrounds who are creative, curious, and excited about a challenge. We are a results-driven team focused on the needs of community members. The [Together San Rafael initiative is focused](#) on modernizing City services and increasing the engagement of employees. This initiative recognizes the interconnectedness of the customer and employee experience.

THE POSITION:

The City of San Rafael is recruiting for an Administrative Analyst in our Public Works Department. This position is responsible for performing a variety of responsible, complex, professional, administrative staff duties independent of ongoing supervision. The focus of an Analyst is on programs and projects, research and analysis of data, and the preparation and presentation of findings and recommendations.

This position performs the following essential job duties (including but not limited to):

- 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.
- Composes and reviews department website content; maintains the department website.

- Drafts and publishes authorized social media posts consistent with City messaging; and responds to citizen inquiries on behalf of the 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.
- Other duties may be assigned.

To be eligible for this position you must have knowledge of/ability to:

- Principles and practices associated with administration, organization, and management.
- Research methods, techniques and statistical and other work measures.
- Department goals, objectives, policy and procedure.
- Effective oral and written communications methods.
- Operation of personal computers and related software.
- Statistical, research and survey methods.
- Policies and objectives of assigned programs.
- Advanced secretarial and administrative methods.
- Principles of training and work direction.
- Coordination of clerical assignments.
- Modern office practices and procedures.
- Work independently in the completion of assignments.
- Analyze and evaluate data.
- Prepare and present clear and concise reports, both orally and in writing.
- Establish and maintain effective working relationships with others.
- Provide effective functional or project leadership.
- Effectively plan, organize, and prioritize work.

LANGUAGE/MATHEMATICAL/REASONING SKILLS:

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from managers, officials and the general public.
- Ability to work with mathematical concepts such as probability and statistical inference.
- Ability to apply concepts such as percentages, ratios and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written oral, diagram, or schedule form.

EDUCATION and/or 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 outlined above 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 with 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.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities include close vision, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to video display and regularly works in inside environmental conditions. The employee occasionally works in evenings or weekends and occasionally works with use of personal vehicle. The noise level in the work environment is usually quiet.

APPLICATION AND SELECTION PROCESS:

City of San Rafael application is required. Resumes do not substitute for the City application. Candidates should detail related education and experience on the application. The examination process may include the following application appraisal and oral board interview examination. The passing point for the oral board examination final score will be 70%. Note: Prior to appointment, candidate must pass a pre-employment physical, background check/fingerprinting, and drug screen. To file an application, go to: www.calopps.org. Select "Member Agencies". Select "San Rafael". Follow this link to apply via CalOpps: <https://www.calopps.org/san-rafael/job-20272763>

For more information about the City of San Rafael, please visit www.cityofsanrafael.org

Reasonable Accommodation: The City of San Rafael will make reasonable accommodations in the exam process to accommodate disabled applicants. If you have a disability for which you require an accommodation, please contact us at (415) 485-3474 before the test date. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. Such accommodations must be requested by the applicant.