



SAN RAFAEL

THE CITY WITH A MISSION

MANAGEMENT ANALYST

Fixed-Term/Full-Time

\$7,783 per month

Plus excellent benefits

Deadline to apply: Apply by Monday, September 9, 2019 for first consideration

THE POSITION:

The City of San Rafael Fire Department is hiring for the position of Management Analyst – Fixed Term/Full-Time. Under administrative direction, this position assists with business functions and related administrative support for assigned fire department related services and programs; plans, analyzes, directs, reviews and evaluates department functions and administrative activities; manages multiple contracts for services; represents the Fire Department at meetings and performs related work as required. ***Fixed-Term appointments may be made for up to a three-year period. Continued appointment in this position is contingent upon funding and job performance. This is an “at will” position.***

The incumbent in this position will assist the Fire Chief and Command Staff by providing day-to-day administrative and non-safety support and will be responsible for assisting with budget development and management, financial administration and reporting, revenue allocation, purchasing, contract administration, data collection and visualization for internal and public audiences, and program and service evaluation. This position will provide coordinated support, consultation, and services to department operations and multiple contracts for services.

DUTIES/RESPONSIBILITIES:

- Provides assistance with fiscal and general business activities of the department.
- Develops and implements departmental goals, objectives, policies, procedures and work standards, particularly in the areas of finance, administration, human resources, capital assets, facilities, and contract services.
- Directs the preparation and administration of department and contract budgets, financial administration and reporting, revenue allocation and recovery, and grant administration.
- Makes presentations regarding plans and programs at public meetings; acts as a liaison and represents the department in meetings with city councils, elected officials, other agencies, governments, special interest groups, and private entities; and develops community contacts.
- Reviews and evaluates the effectiveness of program and service delivery; implements improvement plans to ensure maximum efficiency within such resources.
- Plans, organizes, administers, coordinates, reviews and evaluates day-to-day activities of assigned programs, which may include those which support divisions of a technical nature.
- Confers with safety operations to identify department and community needs; and oversees customer service initiatives.
- Directs or conducts special projects and a variety of analytical and feasibility studies; leads teams and committees considering system-wide issues and plans.
- Performs other duties as assigned.

QUALIFICATIONS:

- Knowledge of principles and practices of program development and management, including design, implementation and evaluation, and resource management.
- Knowledge of principles, practices, and procedures of administrative operations, including budget development and administration, basic labor relations concepts, auditing and reconciling financial documents, and accounting and automated financial record keeping.

- Knowledge of applicable federal, state and local laws, codes, regulations, and reporting requirements, including state and federal laws and regulations related to public agency construction and maintenance programs and confidentiality of patient records and personally identifiable information.
- Knowledge of grant management and compliance requirements for State and Federal grants.
- Knowledge of research methodology, policy development, report writing and basic statistical techniques.
- Ability to recognize consequences of proposed actions and implement recommendations.
- Ability to develop, implement and interpret goals, objectives, policies, procedures, work standards and internal controls.
- Ability to plan, assign, manage, review and evaluate work of staff.
- Ability to establish and maintain effective working relationships with those contacted in the course of work, including City officials, managers, and employees; employee representatives; other governmental agencies and community.
- Ability to effectively communicate, both orally and in writing; present findings, recommendations and policies to public officials.
- Ability to represent the department in meetings with a variety of groups and individuals.
- Ability to prepare clear and concise reports, policies, procedures, correspondence and other written materials.
- Ability to analyze, interpret, apply and explain policies and procedures.
- Ability to think critically about complex and multi-dimensional issues and develop sound conclusions and solutions.
- Ability to prioritize work, coordinate multiple projects and meet critical deadlines.

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 groups of managers, clients, customers and the general public.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, 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/OTHER REQUIREMENTS:

Any combination of education and experience that demonstrates possession of the requisite knowledge, skill and abilities. A typical way to obtain these would be:

- Graduation from an accredited four-year college or university with major course work in public administration, business administration or a related field **AND**
- Three (3) years of progressively responsible analytical, administrative or managerial experience.
- Municipal government experience is desirable but not necessary.
- Valid CA driver's license.

SELECTION PROCESS:

Qualified applicants will be interviewed by the hiring department and the most qualified applicants will be subject to a reference check, which will include fingerprinting.

APPLICATION PROCESS:

City of San Rafael application is required. Resumes do not substitute for the City application. To file an application on line go to www.calopps.org. Select "Member Agencies". Select "City of San Rafael". Follow this link to submit your application: <https://www.calopps.org/san-rafael/job-19905484>

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.