



SAN RAFAEL

THE CITY WITH A MISSION

Senior Management Analyst I/II

Finance Department

Level I: \$7,985 - \$9,705 per month

Level II: \$9,507 - \$11,555 per month

Plus excellent benefits

APPLICATION DEADLINE: *Apply by Friday, February 16, 2024, for first consideration*

The City of San Rafael is recruiting to fill a Senior Management Analyst vacancy within the Finance Department. This position will report directly to the Finance Director. The Senior Management Analyst I/II will support the city-wide budget process, including operating and capital budgets as well as long-term financial planning/forecasting. You will perform fiscal and policy analysis of city-run programs and services. As a critical member of the Finance team, you will evaluate opportunities for regional inter-governmental collaborations for improved service delivery or efficiencies, participate in inter-departmental teams on priority special projects (such as Enterprise Resource Planning-ERP-system participation), and review financial policies and procedures to ensure alignment with industry best practices.

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:

This position provides advanced staff level assistance to executive or other management level staff, performs a wide variety of responsible and complex administrative and analytic duties, including providing information to the public and communicating Department and City activities and programs.

You will join a team of analysts across the City who are assigned to different departments but work together as a team on the important management, budget, communications, and analytic functions for the City.

This position is part of the [Unrepresented Mid-Managers](#) group and is “at will”. Employment may be terminated with or without cause or notice, at any time by the City of San Rafael.

Senior Management Analyst I – this is the entry-level classification. Initially incumbents perform the more routine administrative analysis on new and current projects while learning City policies and procedures and gaining specialized knowledge related to the area of assignment. As experience is gained, there is a greater independence of action within established guidelines.

Senior Management Analyst II – this class is the full journey level class and is experienced to work independently in identifying the need for and developing changes to operating practices, systems, programs and policies. Incumbents perform the full array of duties within the area of assignment, including complex analytical projects and providing staff support to department administration and city officials as well as working with high degree of independence in interacting with all levels of city employees, managers, elected officials, community groups, and other governmental agencies and the public.

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

- Assists or leads projects, tasks, and assignments that are priorities for the senior management staff.
- Assumes direct responsibility for managing a variety of projects and programs; oversee assigned administrative support functions including budget.
- Supervises, plans, organizes, and reviews the work of lower level technical and clerical staff.
- Leads departmental communication efforts, providing information to the public and interacting with media on issues pertaining to the functions and issues of the Department and City.
- Participating in drafting and implementing Department and/or City-wide goals, policies, and procedures.
- Manages or participates in special projects, including complex research of new programs and services, budget analysis and preparation, and feasibility analyses; prepare and present reports; participates in a variety of Department operations.
- Reviews council reports to ensure financial information is accurate and that policy issues have been addressed in advance.
- Tracks the impact of State and Federal legislation on the Department or city and make recommendations regarding City positions.
- Prepares and monitors department annual and capital budgets, mid-year budget review, work plans and periodic forecasts; provides complete analysis of revenues and expenditures for each program, re-forecasts and develops new budgets.
- Compiles narrative, fiscal and status reports on department, division, project and fund revenues and expenditures and assists with necessary adjustments.
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- Prepares and administers various grants for the department; monitors active grants to ensure that all stipulations and regulations regarding the use of funds are met; and maintains required records to ensure compliance.
- Participates in the public information functions of the City's Emergency Operation Center.
- Prepares City Council agenda reports.
- Acts as staff to City Advisory Committees as directed by senior executive staff.
- Performs related duties as required.

To be eligible for this position, you must have knowledge of:

- Principles and practices of local government and public administration.
- Methods of research, program analysis, and report preparation.
- State legislative procedures.
- Communication strategies.
- Public relations and relationship building.
- Negotiations.
- Computer skills including graphics software.
- Municipal budget development and administration.
- Grant writing and management.

To be eligible for this position, you must have the ability to:

- Communicate effectively both orally and in writing.
- Work cooperatively with management, staff, and the public.
- Evaluate program policy and practice.
- Plan, coordinate and evaluate the work of staff.
- Compile, organize and analyze complex statistical data.
- Prepare clear and concise analytical and financial reports.
- Prioritize and meet multiple, frequently changing deadlines.
- Work independently and collaboratively to resolve issues and reach consensus.
- Interpret, apply and communicate policies, procedures and regulations.
- Make oral presentations.

EDUCATION and/or EXPERIENCE:

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

- Equivalent to graduation from an accredited four-year college or university with major coursework in public administration, business administration or a related field.
- A master's degree in public administration, public policy, or business administration is highly desirable.

Senior Management Analyst I:

- Three to four years of progressively responsible analytical experience.

Senior Management Analyst II (in addition to the requirements for the Senior Management Analyst I, this level requires):

- Five years or more of experience performing increasingly complex, professional analytical work with a high degree of autonomy.

SPECIAL REQUIREMENT:

- Possession of a valid driver's license

See complete Senior Management Analyst I/II Job Description [here](#).

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 talk or hear. The employee frequently is required to use hands to finger coordination, handle, or feel and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. 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 required by this job include close vision, distance vision, color vision, peripheral vision, depth perception 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 frequently works in evenings or weekends. The employee occasionally works with use of personal vehicle. The noise level in the work environment is usually moderate.

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 driving record. To file an application, go to: www.calopps.org. Select "Member Agencies". Select "San Rafael". Follow this link to submit your application: <https://www.calopps.org/san-rafael/job-20464983>.

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 accommodation, please contact us at (415) 485-3474 before the test date. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this position. Such accommodation must be requested by the applicant.