



SAN RAFAEL

THE CITY WITH A MISSION

Senior Management Analyst II

Advanced Professional Temp

Police Department

Full-Time/Fixed-Term/ Exempt

\$9,550 - \$11,609 per month

(Salary dependent upon experience/qualifications)

Plus excellent benefits

APPLICATION DEADLINE: *Apply by Thursday, February 29, 2024, 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 Police Department is seeking to fill the full-time exempt position of Senior Management Analyst II (Advanced Professional Temp). This is a three (3) year fixed-term position, with the potential to be extended dependent on available funding and job performance. This is an "at will" position with benefits available. Employment may be terminated with or without cause or notice, at any time by the City of San Rafael.

The Senior Management Analyst (Advanced Professional Temp) will support the work of the newly formed Police Advisory and Accountability Committee (PAAC).

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

- Manages community concerns of the PAAC.
- Supports the public meeting process including coordinating agenda items for public meetings, memorializing meeting minutes and any actions taken by the PAAC.
- Supports the PAAC Chair in the facilitation of the meeting process for this new committee.
- Analyze, research, and prepare reports based on data analysis.
- Assess and examine public safety best practices.
- Provides administrative support between meetings and in preparation for public meetings.
- 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.
- Computer skills including graphics software.
- Parliamentary procedures and knowledge of the Brown Act is preferred.

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.
- 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.

Other Requirements:

- Valid driver's license with satisfactory driving record required.

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 II/Advanced Professional Temp:* (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

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, the 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-20465763>.

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.