



TOWN OF ATHERTON
**Management
Analyst I/II**

RECRUITMENT



The Town of Atherton is looking for a Management Analyst I/II who will embrace the Town's emphasis on excellent customer service. Learn more within.



About Atherton

The Town of Atherton is committed to providing exceptional public safety and municipal services in a professional and fiscally responsible manner while preserving its rural heritage.

The Town is a small, rural, and residential community located in the heart of the Mid-Peninsula. It was incorporated as a General Law City in 1923 and has a Council - Manager form of government. The Town is comprised of four departments including the City Manager's Office and Administration, Police, Public Works, and Community Development Services (Building & Planning). The Town has a population of 7,188 with approximately 2,500 homes. Atherton is home to three private schools, five public schools and one high school. The Town completed its largest project in its history with the completion of the new Town Center in 2022.

The Town of Atherton believes:

- The business of government must be conducted with the utmost in transparency, accountability, integrity, and professionalism.
- Providing an environment of open decision-making, together with clear communication, honors the public trust.
- The community deserves personalized and professional public service that is built on equitable treatment, openness, respect, and civility.
- Through teamwork, unity, and collaboration the Town can provide a welcoming approach to democracy.
- Fiscal responsibility, accountability, and stability are important facets of good government.
- Visionary leadership includes both a well-informed electorate and well-informed Town officials working toward a goal of effective and efficient Town operation.



About the Position – Management Analyst I/II [Police Department]

The Role

The Management Analyst I/II will work in the Police Department and oversee critical functions as training manager, police department personnel point of contact and works with the Chief of Police and Commander to provide responsible professional, administrative and technical assistance in the development, administration and implementation of department programs; to provide highly responsible analytical staff assistance including to conduct specific and comprehensive analyses of a wide range of policies involving organization, procedures, finance, and services; to manage various projects; and to assist in office management functions. Plans, oversees, and administers highly complex department-specific programs and projects, including outreach and public education programs; develops and manages program budgets; and directs all aspects of assigned programs.

The Ideal Candidate

The Town of Atherton is looking for a Management Analyst I/II who will embrace the Town's emphasis on excellent customer service. The ideal candidate will be a detail-oriented multitasker who can successfully perform work requiring critical thinking. The candidate must be an independent thinker who takes initiative and uses sound judgment in their decision making. The Management Analyst I/II will often be working with Town staff, vendors and the public and therefore will need the ability to communicate effectively.

The ideal candidate will also possess a general knowledge of:

- Municipal operations
- Research and reporting methods, techniques and procedures
- Principles and practices of municipal management and law enforcement agencies.
- Sources of information related to municipal law enforcement
- Programs, services and administration
- Custodian of records, procedures and requirements

Qualification Requirements

- **Experience:** Three years of experience in a professional operational role, with increasing analytical skills, technical policies and procedures.
- **Education:** Bachelor's degree with major coursework in public or business administration or related field.

Key Traits for Success

Communicative

Responsiveness to community concerns and a customer-service mindset when dealing with the community is essential. The successful candidate will set clear goals and articulate plans for reaching them to a variety of stakeholders. They will be responsive to requests and questions and be approachable.

Collaborative

The chosen candidate for the role will collaborate with other professional, technical, and administrative staff frequently. They will use their interpersonal skills and operational / administrative expertise to assist the Police Department team to meet the goals and objectives of the department and City.

Problem Solver

The successful candidate will be a skilled-problem solver and critical thinker with sound judgement. They work with others to develop solutions to complex challenges, have confidence in decision making, and be comfortable working in a fast-paced environment with a diverse workload

Compensation & Benefits

The monthly salary for the Management Analyst I/II is \$10,432 - \$13,383

- Retirement: Public Employees Retirement System (PERS)
- Vacation Leave: Less than 3 years of service equals 80 hours per year, accrual not to exceed 240 hours
- Holidays: 11 Town holidays per year
- Sick Leave: Accumulated at a rate of 3.69 hours per biweekly pay period with a 960-hour maximum cap.
- Health Program: Opportunity to select from a variety of health plans that are administered by PERS including health insurance, health care and dependent care reimbursement
- Dental & Vision Insurance
- Life Insurance
- Employee Assistance Program

How To Apply

This position is open until filled. If you are interested in this opportunity, please apply using [CalOpps](#).

Resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with the Town. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval. Finalist interviews will be held with the Town of Atherton. Candidates will be advised of the status of the recruitment following the selection of the Management Analyst.

If you have any questions, please do not hesitate to email Deputy City Manager (HR Manager) Anthony Suber at asuber@athertonca.gov

