



MANAGEMENT ANALYST

Police Department

Hourly/Temporary

\$49.02 hour
(approx. 10-20 hours per week/flexible schedule)

WHY JOIN THE POLICE DEPARTMENT?

The Daly City Police Department is an organization of professionals dedicated to integrity, customer service, and the rights of individuals and the needs of a constantly changing society. We work in partnership with our community to protect life and property, improve the quality of life, reduce crime and the fear of crime, and maintain a safe community. The Management Analyst, under the general direction of the Department Head, performs a wide range of responsible, professional, administrative, and staff assignments, which include oversight of interdepartmental and City-wide projects and programs, and performs related work as required.

EXAMPLES OF DUTIES

- Management and administration of grants, implementation of all components of grants, ensure reporting and compliance requirements;
- Research, compile, and analyze crime statistics, financial, and other data;
- Assist in program, policy, and budget development, evaluation, and monitoring;
- Prepare recommendations for grants, budgets, new programs, modification of services and equipment;
- Plan, organize, coordinate, and monitor assigned projects;
- Prepare reports and presentations on all pertinent aspects of grants, proposed programs, and projects including budget projections;
- May make presentations on assigned projects and programs to the City Council and others;
- Analyze, interpret, and explain City policies and procedures.

MINIMUM REQUIREMENTS

- Knowledge of the principles, practices, and methods of municipal budgeting, finance, and/or public administration;
- Ability to write and present reports and recommendations;
- Ability to demonstrate competency in research and analysis;
- Ability to work as a team member and respond in a positive manner to supervision.

Education: Equivalent to a Bachelor's Degree from a four-year college or university with major work in public or business administration or related field.

Experience: One to two years of general administrative experience, preferably in grant administration in local government.

License: Possession of a valid Class "C" California Driver's License.

HOW TO APPLY:

Visit www.calopps.org or complete and submit a City of Daly City Hourly (Yellow) Application to the Daly City Human Resources Department. 295 - 89th St., Suite 105, Daly City, CA 94015. (650) 991-8028. This hourly position is not in Civil Service and does not receive benefits.

Applications will be accepted for this position until filled.

SUPPLEMENTAL REQUIREMENTS

Applications will be considered incomplete and will not be accepted without the following:

- A cover letter discussing your interest and experience as it relates to this position
- Resume

Applicants for this position must submit to a complete background investigation.