



CITY OF SAN RAFAEL, CALIFORNIA

WE'RE LOOKING FOR NEW FACES!

Do you have what we're looking for? Apply today!

**APPLICATION DEADLINE:
AUGUST 31, 2021 AT 5:00 PM**

Are you a passionate and creative problem solver? Join the City of San Rafael's Management Analyst team! We're hiring five analysts to work in our economic development, finance, public works, fire, and management departments.



JOIN THE SAN RAFAEL TEAM!

SUBMIT YOUR RESUME TODAY!

We are hiring up to five people for Associate Management Analyst, Management Analyst, and Senior Management Analyst positions (position placement dependent on work and lived experiences). You'll join a team of analysts that will be assigned to different departments, but will work together as a team on the important management, budget, communications, and analytic functions for the city. The annual salary range is \$71,424 - \$128,196. Read the complete job descriptions and learn more at AnalystTeam.org.

Please learn more about these positions and apply online at AnalystTeam.org. First review of applications will begin on September 1, 2021.

Application Information Checklist:

- Informational Webinar on August 26, 2021 at Noon PT
- Webinar Recording (Available After August 26) at ELGL.org
- AnalystTeam.org Frequently Asked Questions Page
- CalOpps Standard Job Application



CITY ANALYST TEAM

The City of San Rafael is hiring up to five analysts to work in the finance, public works, fire, economic development and management offices. Learn more about the skills and traits we're looking for, as well as example projects in each department:



ECONOMIC DEVELOPMENT

Desired Skills:

- Communications
- Social Media
- Organized

Example Analyst Project:
OUTREACH TO LOCAL BUSINESSES



FINANCE

Desired Skills:

- Business minded
- Analytical
- Ability to manage up

Example Analyst Project:
IMPLEMENT A NEW ERP SYSTEM



FIRE & EMS

Desired Skills:

- Team oriented
- Human resources
- Marketing

Example Analyst Project:
ASSIST WITH HR & MARKETING



MANAGEMENT

Desired Skills:

- Project management
- Communications
- Finance & budgeting

Example Analyst Project:
MANAGE DIGITAL PROGRAMS



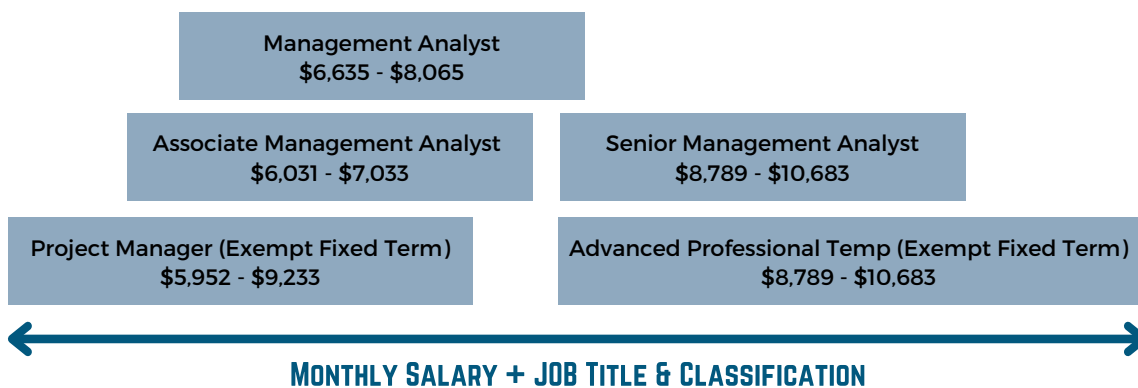
PUBLIC WORKS

Desired Skills:

- Capital planning
- Organized
- Finance & budgeting

Example Analyst Project:
DEVELOP A 5-YEAR CAPITAL PLAN

Applicants will be considered for all five positions and will be selected to interview for the department that believes best fit. If you are offered a position, your title, classification, and salary will be dependent upon prior work and lived experiences, and education. The job offer will specify if the position is a fixed-term or a regular full-time position.



ABOUT SAN RAFAEL

THE CITY WITH A MISSION:

OUR VISION

...where do we want to go

A citywide effort to improve service delivery and make San Rafael a great place to work.

OUR MISSION

...how do we get there

Brings together all City Employees to create, implement, and celebrate innovative solutions to organizational and community challenges.

GUIDING PRINCIPLES

Together in Service

- Collaborate across departments
- Appreciate diverse perspectives and help others succeed
- Assume positive intent

Start with Community Needs

- Cultivate trust
- Design services with "customer" in mind
- Convene and co-create

Find Something to Say Yes To

- Take risks and try new things
- Seek creative solutions
- Create an exceptional customer experience

Reimagine the Status Quo

- Find the root problem
- Ask "why" we do it this way
- "Fail" fast, learn, and try again

Practice Openness

- Communicate well and often
- Be open to change
- There's always more to learn

Be Mindful

- Every interaction creates a story
- Be fiscally responsible
- Honor those we serve with integrity



CITY COUNCIL GOALS:

ECONOMIC RECOVERY

Building back our economy stronger and more resilient than before

SUSTAINABILITY, CLIMATE CHANGE & DISASTERS

Reducing greenhouse gas emissions while mitigating and adapting to climate change

RACIAL EQUITY

Working to achieve racial equity and advance opportunities for all

HOUSING & HOMELESSNESS

Creating new housing, keeping people in their homes, and use a "Housing First" model