



# City of Mountain View

## Now accepting applications for: POLICE MEDIA AND COMMUNITY RELATIONS ANALYST\*

The annual salary range is  
\$121,729 - \$182,593 with a control point of  
\$152,162\*

*Pay beyond the control point may be  
awarded for exceptional experience and  
qualifications upon hire and/or for  
meritorious performance while serving.*

### Why Mountain View?

Because where you choose to work, matters. Because you want to surround yourself with passionate, mission-driven colleagues committed to providing excellent service to the community and each other. Because you want to apply your talents in a place where words like “wellness,” “empathy” and “innovation” are not merely nice sentiments, but are ideals we strive to achieve in everything we do.

*“Working for the City of Mountain View’s Police Department provides an opportunity to do great things and make a big impact for the community, while also building and fostering positive relationships. I am proud to be part of this dynamic team.”*

-Scott Nelson, Police Captain

\*Title and Salary pending City Council approval

### What’s the Role?

We’re looking for a **strategic, collaborative, and media savvy** professional to take on the role of **Police Media and Community Relations Analyst**. You will join a **fast-paced, dynamic team environment**, providing internal and external communication and **outreach to the community** on behalf of the Police Department. This role will be our go-to expert for our Police Department’s online social media engagement and will **create content** that resonates across various platforms. The role will also be **managing communication** during rapidly evolving critical incidents and ensure the public stays informed with clear, accurate, and reassuring information. This position receives direction from the Police Chief and other Police Department management staff and may exercise direct and indirect supervision over professional, technical, and clerical department staff assigned; this may include full-time, part-time, and volunteer staff. If you are looking to play a **crucial role in building relations with the community**, this position is for you! Review our detailed job description [here](#).

### The Essentials

#### Police Media and Community Relations Analyst

- A bachelor’s degree from an accredited college or university with major course work in public administration, journalism, communications, criminal justice, or a related field.
- Three years of increasingly responsible professional experience in public communications, public relations, marketing, or communications is required.
- Valid California Class C driver’s license.

#### Bonus Points:

- Experience with public safety communications or community relations is highly desirable.

### What You’ll Do

- **Handle Crisis Communication like a Pro:** In those high-pressure moments, you’ll be the steady hand, managing the flow of information to the public and community during critical incidents. You’ll assess situations in real-time, strategize the best communication methods, and deliver clear, concise messages that keep everyone in the loop.
- **Be a Social Media Maverick:** Create engaging, on-brand content that sparks conversations, builds relationships, and tells the Mountain View Police Department story across social media.
- **Specialize in Media Relations:** You’ll be our ambassador to the media—whether it’s a seasoned journalist or a cutting-edge digital outlet. You’ll build positive, collaborative relationships and ensure that our messages are not just heard but understood.
- **Build Relations and Establish Yourself as a Community Connector:** You’re the vital link between the police department, the community, and other local jurisdictions. You excel at sharing information in a way that’s clear, timely, and accessible to everyone. Whether it’s coordinating with community groups or keeping department staff in the loop, you ensure that communication flows smoothly in all directions. You’re here to foster collaboration, build trust, and make sure that everyone—inside and outside the department—stays informed and connected.

Follow us on LinkedIn:



<https://www.linkedin.com/company/city-of-mountain-view/>



# City of Mountain View

## CULTURAL IDEALS:

- Empower People
- Foster Collaboration
- Support Continuous Learning
- Enhance Our Community
- Champion Wellness
- Lead with Empathy
- Embrace Change & Innovation

## APPLY NOW!

Submit your application and resume online at [governmentjobs.com](https://www.governmentjobs.com) or to the Human Resources Department; City of Mountain View, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309. Please provide a valid email address on your application. Application materials will be screened on a continuous basis with a first application review date of **Friday, September 13, 2024**. Applications received by this date will be prioritized. Qualified candidates are encouraged to apply early as this recruitment may close at any time.

## Are We a Match?

- You are a **self-starter** who is energized by a fast-paced environment that rewards innovation and continuous improvement.
- You are **engaged in technology and innovation** and regularly add tools to your communications toolkit.
- You are skilled at **building relationships** and **understanding needs** of key stakeholders.
- You have a deep appreciation for **transparent, detailed** and **accurate** communications that reinforce the importance of building confidence in our organization.
- You bring a powerful **storytelling approach** to sharing an organizations' story.
- You have a **passion** for disseminating clear and impactful communication to the community.
- You are skilled at **communicating** through various digital media outlets.
- You are **analytical** and can create **thoughtful** and **creative** content for the Police Department.
- You **enjoy speaking to the public**, whether it be on-camera, face-to-face or at community events.
- You excel at **writing** reports, presentations and scripts that will be shared with the community.

## The Perks!

- **Comprehensive Benefits:**
  - Generous paid leave and group health coverage (medical, dental, vision, EAP, Life & Disability Insurance)
  - CalPERS retirement (2.7% at 55 formula for classic members; 2% at 62 for new members); employees contribute 11.5% for classic members and 10.5% for new members to CalPERS with no Social Security deduction
  - Paid Parental Leave Program with up to 8 weeks paid leave.
  - Management leave of 80 hours per fiscal year; paid out at end of fiscal year if not used.
- **Support for Continuous Learning & Development:**
  - Up to \$2,000 in tuition reimbursement for education advancement annually, with a one-time opportunity for up to \$20,000 for the completion of a work-related Bachelor's or Master's.
  - Professional/Technology Development Funds (\$1,000 annually)
- **Wellness and Engagement Culture:**
  - Access to an onsite employee gym.
  - Incentive pay for participating in the City's wellness program.
  - Up to \$100/month City contribution for mass transit expenses, with \$10/month minimum employee contribution; a bicycle commute incentive.
  - Ongoing commitment to robust internal communication and feedback.
- **And More:** Employee appreciation days and activities.