



**THE TOWN OF  
ATHERTON INVITES  
APPLICATIONS FOR:**

**INTERNAL / EXTERNAL  
OPPORTUNITY**

## **MANAGEMENT ANALYST I/II**

**SALARY  
\$10,157.91 - \$13,031.92  
per month**

**Closing Date: 9/6/2024**  
(Opened 8/20/2024)

### **APPLICATION PROCESS**

Candidates with a disability, which may require special assistance in any phase of the application or selection process, should advise the Human Resources Division upon submittal of application.

### **SELECTION PROCESS**

Oral Board Interviews  
Tentatively Scheduled for the  
week of:

**September 16**  
**(Tentative)**



### **ABOUT THE CITY**

The Town of Atherton is approximately five square miles. The City is located in the San Francisco Peninsula in Southern San Mateo County. Atherton is a small, rural, and residential community, with no industrial land-use base. Native trees cover the five miles of town. Atherton's population is 7,031, according to California Department of Finance. There are approximately 5,052 registered voters and 2,500 households.

The Town completed the Town Center project in November 2021 which includes a state of the art two-story police department. Our Police Department has 30 staff members with the Management Analyst role serving as the Training Manager and providing administrative and analytical support to the Police Chief and Police Commander. Become a part of the team and join us!

### **ABOUT THE POSITION**

The Town of Atherton invites you to apply for the position of Management Analyst I/II. This is an internal and external opportunity. This position is in the Police Department and will 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**

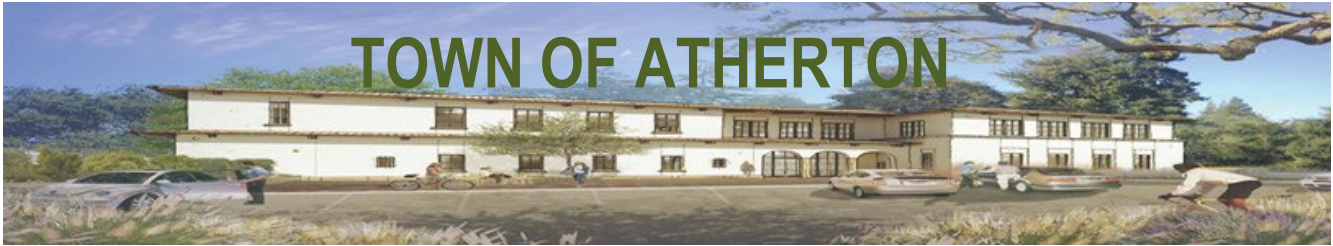
Will embrace the Town's emphasis on excellent customer service; will be detail-oriented, highly organized and able to manage multiple tasks; will successfully perform work requiring critical thinking and be able to synthesize and summarize information; will use initiative and independent judgment; will be a team player who likes working with a variety of Town staff and the public.

### **SELECTION PROCESS**

**A Town application is required with a letter of interest and current resume.** All

applications will be reviewed for accuracy, completion, relevant education, experience, training, and other job-related qualifications. Discipline within the last twelve (12) months, which would directly relate to the applicant's suitability for the assignment, as determined by the Town staff will be taken into consideration at the time of application.

Those meeting the stated qualifications / requirements will be reviewed for selection to participate in the interview and evaluation process for the position. Those selected to participate in the competitive process will be provided the details of the testing process, which has been tentatively scheduled for **the week of September 16, 2024.**



# TOWN OF ATHERTON

## BENEFITS

The successful candidate will enjoy the following benefits:

- Public Employees Retirement System (PERS)
- 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
- Employee Assistance Program
- Vacation for less than 3 years of service equals 10 working days per year, accrual not to exceed 320 hours.
- Sick leave is accumulated at a rate of 3.69 hours per bi-weekly pay period with no maximum cap.
- 11 Town holidays per year

### Our Mission:

To Serve with Honor, Integrity and Professionalism.

### DEPARTMENT GOALS:

- **Customer Service** – Professional, courteous, and quality police services.
- **Proactivity** – Crime prevention through proactive methods
- **Training** – Quality training for all personnel
- **Disaster Preparedness**
- **Employee Safety and Wellness**

## MINIMUM QUALIFICATIONS

Education and Experience:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

### Experience:

Two to three years of progressively responsible administrative experience.

### Training:

Bachelor's degree from an accredited college or university with major course work in public or business administration or a closely related field.

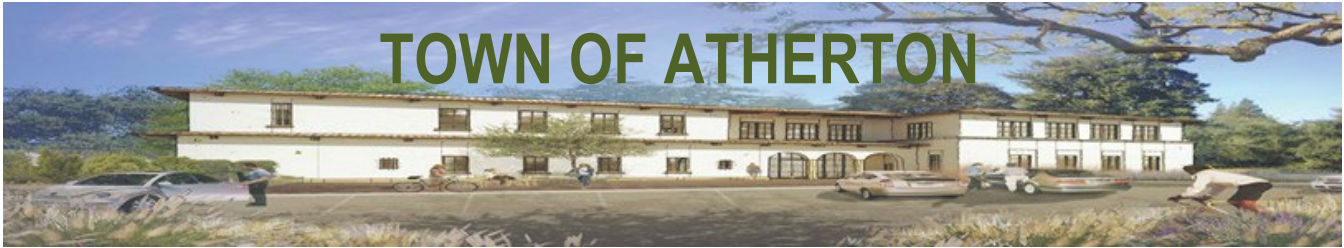
### Knowledge of:

Principles, practices, and methods of administering and coordinating a comprehensive police training program.

- Principles and practices of municipal management and law enforcement agencies.
- Project and/or program management, analytical processes, and report preparation techniques; municipal programs such as, but not limited to, purchasing, human resources, budgeting, events, and other related governmental programs.
- Organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.
- Basic principles and practices of public administration as applied to operational unit and program administration.
- Research and reporting methods, techniques, and procedures.
- Sources of information related to municipal law enforcement programs, services, and administration.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Custodian of Records and general record keeping principles, procedures, and requirements.
- Modern office practices, methods, and computer equipment and applications related to work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the Town in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations, and the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.

### Skills and Ability to:

Represent the Town in a positive manner. Establish, maintain and foster cooperative working relations with others from diverse backgrounds, including elected officials, co-workers, and the public effectively and with courtesy, in person, via e-mail and over the phone. Communicate effectively, both orally and in writing, by using proper English grammar, spelling and punctuation. Work efficiently with other town departments.



For more information please contact Anthony Suber at [asuber@ci.atherton.ca.us](mailto:asuber@ci.atherton.ca.us) | 650.752.0500.  
[The Town of Atherton is proud to be an Equal Opportunity Employer!](#)

*The Immigration Act of 1986 requires proof of identity and eligibility for employment at date of hire.  
Any provisions contained in this bulletin may be modified or revoked without notice.*