

The City of Redondo Beach seeks an:



ADMINISTRATIVE COORDINATOR

\$3614 - \$4136 per month

Plus 7% City paid contribution to CalPERS retirement system and excellent benefits package

FILING PERIOD: Monday, October 15, 2007, 5:00 p.m.

Current vacancy is in the Crime Analysis Unit of the Police Department in the Police Investigations Division.

ESSENTIAL JOB FUNCTIONS:

Performs paraprofessional duties including but not limited to providing assistance to department managers by coordinating assigned tasks related to the personnel function, budget preparation and control, records control, service delivery programs and/or management studies; compiles and edits data; prepares reports that include conclusions and recommendations; prepares information and promotional material for release to newspapers and other media; composes correspondence; receives service requests and provides information to the public in person, by telephone, or through written correspondence where judgment, knowledge and interpretive skills may be required; reviews and checks documents, records and forms; processes reservations and handles petty cash; supervises and trains personnel; operates motor vehicle while performing various duties that include attending conferences, meetings and seminars as liaison representative to various agencies.

MINIMUM QUALIFICATIONS:

Knowledge of: Basic information on materials, equipment, regulations, principles, procedures and/or practices necessary to perform required duties including but not limited to correct English usage, spelling, grammar and punctuation, business letter writing and forms, basic methods used in financial and statistical record keeping, survey techniques, principles of effective supervision and training, and effective interviewing techniques.

Ability to: Meet medical and physical standards for the classification; ; satisfactorily perform required duties including but not limited to the ability to operate a word processor and typewriter with speed, skill, and accuracy; read, speak, write and understand the English language; work overtime; adhere to applicable terms and conditions of employment including but not limited to safety and health regulations, labor agreements, City rules and regulations, policies and procedures; establish and maintain effective working relationships with others; legally operate a motor vehicle in the State of California.

Education and Experience: Graduation from High School or any combination of education and/or experience that provides the knowledge and ability necessary to perform required duties.

Desirable Qualifications: Four (4) years of paid paraprofessional experience involving work in either of the following areas: crime analysis, analyzing statistical data, law enforcement records, law enforcement dispatch, financial analysis, administrative support, preparing reports and correspondence, geographic information system mapping or collection and collating of data. Experience in a law enforcement agency, Crime Analysis Unit or a CA DOJ Crime & Intelligence Analyst Certificate is highly desirable.

APPLICATION PROCESS:

An original City of Redondo Beach employment application must be received by the filing deadline.

No postmarks, emailed or faxed applications will be accepted.

SELECTION PROCESS:

Applications must be detailed and complete for proper evaluation. Resumes will not be accepted in lieu of the required employment application. Applications will be closely reviewed for relevant experience, education and training. Only the best-qualified applicants will be invited to the testing process. Veteran's Preference of five (5) points will be added to the final passing score for qualified candidates. Documentation must be submitted with application. Applicants certified to the Police Department for hiring consideration are subject to a detailed background investigation, which may include psychological exam, polygraph, background questionnaire, medical examination, drug screen, credit and reference checks.

HOW TO APPLY

Obtain application from: City of Redondo Beach
Human Resources Department
415 Diamond Street
Redondo Beach, CA 90277

Or call: (310) 318-0659

Or download the application materials at www.redondo.org/humanresources

The requirements stated on the front of this bulletin represent only the minimum qualifications required to file an application. Applicants who meet the listed requirements are not guaranteed qualification for examination or placement on an eligible list.

BENEFITS PACKAGE

Agency Shop: As a condition of employment, classifications in this bargaining unit must elect to join the Association and pay Association dues or pay an agency fee for representation.

Deferred Compensation: City offers a 457 plan.

Tuition Reimbursement: \$500/year.

Retirement Plan: 2% at 55% retirement plan through CalPERS Retirement System. The City pays 7% PERS employee contribution. Employees must contribute to Social Security.

Health Insurance: City provides up to \$1088 per month (family coverage) for medical, dental and vision benefits for employees and eligible dependents.

Other: City-paid benefits include \$50,000 Life Insurance policy, Psychological, and Accidental Death & Dismemberment Insurance. Employees may purchase additional \$1500 dependent life insurance.

Annual Leave Times: 108 paid holiday hours; 108 hours of sick leave; 88 hours of vacation time for 1-5 years of service; Disability Bank of 2,080 hours.

Bereavement Leave: 24 hours per qualifying incident.

Work Schedule: May be required to work shifts, holidays, and/or weekends.

THE CITY OF REDONDO BEACH

Redondo Beach is primarily a residential and recreation community with a population of approximately 63,261 (2000 Census). Located on the choice coastal edge of Los Angeles County, Redondo Beach offers many excellent recreational facilities including King Harbor, a 1500-slip private craft port; The Pier; Seaside Lagoon; a variety of parks; a performing arts center; and a bathing and surfing beach.

The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice.

Equal Opportunity Employer