

The La Grange Police Department seeks a Management Analyst, a civilian position that plays an integral role in the Police Chief's Office. In addition to providing professional administrative support to the Chief's Office, Investigators, and Police Department staff, the Management Analyst performs duties related to managing police department technology project management, program research and analysis, public relations, budgeting and Freedom of Information (FOIA). This position requires a high degree of confidentiality, attention to detail, and initiative. The successful candidate must be able to meet and establish priorities, meet or exceed target deadlines, exercise discretion and good judgment, and work independently as well as part of a team in a small office environment.

Essential Functions:

- Posses the technical proficiency to provide research assistance, develop and assemble statistics and reference materials, and verify compile, tabulate, and input data as directed for projects and special assignments. Evaluate current systems/practices in place and make recommendations for implementation of new trends/practices.
- Provide support to the Chief of Police in data collection and statistical analysis, through the department's record management system and with surveys.
- Serve as project manager as assigned for a number of technical and routine projects related to Police Department services, implementation of new software, recordkeeping related to training, etc.
- Coordinate compliance related to Freedom of Information Act requests and serve as the Police Department's central FOIA Officer; maintain all FOIA related forms and records.
- Compose, edit and proofread correspondence, memoranda, reports, and other material--requiring accuracy, completeness, and judgment of content.
- Provide assistance with the preparation of Village Board agenda materials as directed.
- Assist with the Police Department's monthly report, public relations activities, including press releases, website content, social media, and meeting presentations.
- Provide human resources assistance to the Police Department including the coordination of new hire, exit and medical paperwork, payroll, benefits management and related activities.
- Assist with the development of the annual Police Department budget.
- Assist in coordinating and staffing special Police Department events as assigned.
- Redirect calls to appropriate personnel for response and/or resolution. Respond to questions and inquiries from other Village departments.
- Maintain quality control of all work by reviewing and inspecting output for accuracy and professionalism.
- Attend and participate in meetings as a representative of the Police Department, to public meetings, as well as to federal, state, and local government bodies and other professional or community groups.

- Perform other duties as assigned.
- Bachelor's degree from an accredited college or university in public or business administration, political science, public policy, technology or a related field. Master's degree in public or business administration preferred.
- 1 to 3 years minimum recent work experience; experience in a municipal government or police department strongly preferred.
- Experience working with police department record management systems, preferably New World / Tyler Technology products and other Police Department software systems such as MSI Parking software, Pace Scheduling software and Brazos Citation software.
- Excellent working knowledge of Microsoft Office software products (e.g., Word, Access, Excel, Outlook)
- Working knowledge of the use of social media for posting Police Department notifications, programs and events.

Knowledge, Skills, and Abilities:

- Excellent customer service skills.
- Read, clearly speak, and legibly write the English language.
- Ability to communicate effectively both verbally and in writing, using complex sentences, and proper punctuation, spelling and grammar.
- Ability to apply common sense understanding to carry out detailed instructions, prioritize multiple tasks, and work independently to meet deadlines.
- Ability to perform basic math skills, use decimals to compute ratios and percentages, and tabulate data to create spreadsheets.
- Ability to enhance relations with co-workers and the public with a professional demeanor, sensitivity, and tactfulness.
- Ability to acquire and apply thorough knowledge of Village and Department policies and procedures. The weekly work schedule is normally 40 hours in duration, 8:00 a.m. to 5:00 p.m., but may be extended in the event of emergency, disaster, workload, administrative obligations, or work in progress. Work activities are typically conducted in a climate-controlled open office environment and noise levels are usually quiet.

This is an exempt position. Starting salary: \$57,778 to \$62,778 DOQ. Salary range: \$57,778 – \$80,282, plus excellent benefits.

Candidates should apply with application, resume, and cover letter. Position is open until filled with first review of candidates May 18, 2020. Applications are available on the Village's Employment Opportunities page at <https://www.villageoflagrange.com/jobs.aspx>

Submit applications/resumes or direct inquiries to: Kurt Bluder, Chief of Police, at 708-579-2333, extension 350 or kbluder@villageoflagrange.com The Village of La Grange is approximately 14 miles west of Chicago, in Cook County; the Village occupies a land area of approximately 2.5 square miles and has an estimated population of 15,550. The Village operates under a Council-Manager form of government.