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# The *Creative* City

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**JOB OPPORTUNITY**

## **Administrative Analyst**

### **Public Safety Department**

**\$7,777—\$9,937**

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**Deadline to submit application materials:**

**August 15, 2016 @ 5:00 pm**

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**HR Contact: Clarice Trinidad**

Performs a variety of complex professional functions for various administrative operations including; coordinate and collaborate with management for special projects, provide research, budget analysis, and other specialized functions; coordinates contract and grant administration duties; prepares reports to improve the efficiency and effectiveness of operations; administers and coordinates assigned projects or programs with other City departments and constituents.

**TO APPLY:** Please submit an online job application and supplemental questions.

**CITY APPLICATION:**

<http://weho.org/services/employment>

