



We invite applications for the position of:  
**ADMINISTRATIVE ANALYST II**  
**(ENVIRONMENTAL SUSTAINABILITY)**

\$88,590 to \$104,223 Annually  
Plus a comprehensive benefit package  
This is a Limited Period Assignment\*

### Why Consider The City of Mountain View?

It's simple. We are a passionate team of professionals committed to providing excellent service to the community we serve and we want you to join us! When you become part of the City of Mountain View family, you will find this is not just a job, it is an opportunity to continue a career providing essential support in a dynamic and innovative environment.

### About This Role

You will join a dynamic and professional work environment, supporting the City of Mountain View's Environmental Sustainability program within the Community Development Department. This full-time, limited period position will fully manage projects and consultants, perform research and technical analysis, write reports, conduct community outreach, and work closely with other city staff. We are looking for a highly motivated and detail oriented individual to join our team! In addition to the opportunity to work on a multitude of noteworthy projects, the department offers a flexible 9/80 work schedule and supports professional development. The detailed job description for Administrative Analyst II is available on the City's website [here](#).

### What You Bring

- Two years of full-time administrative and analytical experience equivalent to the position of Administrative Analyst I with the City of Mountain View
- A bachelor's degree in public administration, business administration, economics, or a related field

### Bonus Points (highly desirable)

- A master's degree in environmental studies/sustainability/science or a related field
- Public sector experience in environmental sustainability, including hands-on experience with project management, technical analysis, and outreach on environmental sustainability projects
- Experience implementing a marketing/outreach campaign for residents, businesses, and/or employees, including website management and social media content generation

### What You'll Do

- Implement actions in Environmental Sustainability Action Plan 3, including a community solar PV ordinance and a higher municipal green building standard, and greenhouse gas analysis/projections
- Assist with implementing an over-arching sustainability outreach campaign focused on encouraging behavior change and property upgrades among residents, businesses/developers, and municipal employees
- Conduct research and develop a plan for installing additional EV chargers in Mountain View
- Support municipal building energy efficiency and renewable energy efforts, including (1) managing a project to install additional solar PV, (2) investigating the use of solar hot water, (3) developing a sustainability revolving loan fund program, and (4) identifying and implementing an energy/GHG reporting platform
- Work with City staff to gather data, track metrics, and report on the City's sustainability progress
- Conduct outreach for the Silicon Valley Clean Energy (SVCE) community choice energy program
- Re-engage and lead the City Green Team (time permitting)
- Apply for awards and grants

### Who You Are

- Highly motivated and a critical thinker up for a challenge
- An exceptional communicator (verbal and written) capable of communicating with all levels of City officials, staff, and the public in a clear, concise, and professional manner
- An expert in conducting research, compiling data, and performing technical analysis, including advanced-level quantitative analysis in Microsoft Excel
- Highly skilled in paying close attention to details; it is a core part of your DNA
- Able to juggle multiple priorities in a fast-moving environment, with proven project management skills
- Skilled in tactfully working with co-workers to gain their assistance
- An innovative doer who devises creative solutions to environmental issues

### What We Offer

- Comprehensive benefits package including generous paid leave and group health coverage
- CalPERS retirement (2.7% at 55 formula for classic members; 2% at 62 for new members); employees contribute 11.5% for classic members; 10.5% for new members to CalPERS with no Social Security deduction
- Opportunity to utilize \$2,000 in tuition reimbursement for education advancement annually, with an additional one time opportunity for up to \$20,000 for the completion of a work related Bachelor's or Master's degree
- Up to \$100/month City contribution for mass transit expenses, with \$10/month minimum employee contribution or \$20/month City contribution for bicycle commute expenses
- Employee appreciation days and activities
- Professional/Management Development Funds - \$800.00 annually
- Wellness culture including access to the employee gym and incentive pay for participating in the City's wellness program

### Are You Ready? Apply.

Submit your application, supplemental questionnaire, cover letter, and resume online at [www.calopps.org](http://www.calopps.org) or to the Human Resources Division, 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 Sunday, December 17, 2017 at 11:59pm. Qualified candidates are encouraged to apply early!

### Interview Process

Candidates with the most relevant qualifications will be invited to an oral board interview and written exercise (weighted 100%). Select candidates who pass the oral board interview and written exercise may be invited to interview with the Community Development Department staff for a more in-depth discussion regarding the position. Depending on the number of applications, this process may be altered.

### The Fine Print

\*This is a limited period assignment through June 30, 2018, with the potential for renewal on a year-to-year basis with City Council approval. This is an at-will position and, as such, can be released at any time without notice and for any reason.

Prior to hire, candidates will be required to successfully complete a pre-employment process, including employment verification, reference check, a criminal history questionnaire and a Department of Justice (DOJ) fingerprint check. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification from the recruitment process.

Candidates with a disability who may require special assistance in any phase of the application or testing process should advise the Human Resources Division upon submittal of application. Documentation of the need for accommodation must accompany the request. The City of Mountain View is an Equal Opportunity Employer (EOE).

**CITY OF MOUNTAIN VIEW**  
**ADMINISTRATIVE ANALYST I/II**  
**(ENVIRONMENTAL SUSTAINABILITY)**  
**Supplemental Questionnaire**

**Please answer the following questions and submit with your application. Please limit your responses to one page per each question or less.**

1. Please describe your experience in environmental sustainability that is most relevant to this job. Indicate the length of your experience/position(s) and specific/measurable results you achieved.
2. Please describe your professional experience conducting research and technical analysis on environmental sustainability projects. Please include specific examples.