



We invite applications for the position of:  
**ADMIN ANALYST II/SENIOR MANAGEMENT ANALYST\***

Administrative Analyst II \$92,133.93 to 108,392.81 Annually\*\*  
Senior Management Analyst \$95,732.14 to \$119,665.24 Annually\*\*  
(Plus a comprehensive benefits package)

*"Being a Senior Management Analyst for the City of Mountain View provides the opportunity to work in a fast-paced, highly productive environment enhancing your skill set in the rewarding field of public service." - Robert Maitland, Senior Management Analyst (Purchasing Division)*

### **Why Consider Working for the City of Mountain View?**

It's simple. You'll be joining a team of talented professionals in a fast-paced, dynamic work environment dedicated to serving the Mountain View community. At the City of Mountain View, you will work alongside a team of dedicated, focused and highly motivated professionals, who contribute their talents and commitment in providing essential public services to our residents and businesses on a daily basis.

### **About Our Team**

We are seeking highly analytical, highly skilled, and talented individuals to join the Finance & Administrative Services Department (FASD). The City has two vacancies which can be filled as an Administrative Analyst II or Senior Management Analyst. Here is an exciting opportunity for talented professionals to join a great organization and make valuable contributions in the Finance & Administrative Services Department. This recruitment will establish an eligibility list from which current and future vacancies in the classification of Administrative Analyst II/Senior Management Analyst may be filled. You can review the detailed job description for [Administrative Analyst II](#) and [Senior Management Analyst](#) on the City's website.

Administrative Analyst II/Senior Management Analysts in FASD routinely perform financial analysis and may work in one or more of the following areas of assignment:

- Review and prepare contracts City-wide, including compliance with insurance and financial terms
- Manage cash flows and treasury
- Monitoring ongoing labor compliance, including prevailing wage; and ensure compliance with new legislation
- Purchasing

### **What You'll Do**

- Provide development, analysis and implementation of policies, programs, procedures and projects.
- Review and prepare complex contracts, proposals, request for proposals, and similar documents.
- Manage assigned programs or projects; schedule, plan, coordinate, evaluate, and report on work progress.
- Write and present comprehensive, concise, and clear reports, memos, and other communications.
- May perform complex financial analysis, including calculation of present value, return on investment, life cycle cost, and cost-benefit comparisons.
- May perform the treasury function of managing banking relationship, cash flow and investments.
- May perform purchasing function, including bids, negotiations, insurance review, labor compliance and prevailing wage.
- May perform system maintenance.

### **Who You Are**

- Innovative doer who welcomes challenge, is resourceful and works well both independently and with others.
- Individual who finds it extremely rewarding to work with numbers and perform extensive research and analysis.
- Accurate and detail oriented individual who enjoys reviewing complex documents, looks for consistency, and is able to interpret complex legal language.
- Professional adept at quickly learning new tasks and who thrives in a team-oriented, results-driven, challenging and fast-paced environment.
- Exceptional communicator (oral and written) with superior interpersonal skills.
- Multi-tasker who is able to juggle multiple priorities with proven project and time management skills.

### What You Bring

#### Administrative Analyst II

- Two years of full-time administrative and analytical experience equivalent to the position of Administrative Analyst I with the City of Mountain View
- Bachelor's degree from an accredited college or university in public administration, business administration, economics, or a closely related field
- Experience performing financial and data analysis, program/contract management and evaluation; policy development; and report writing is a plus!

#### Senior Management Analyst

- Three years of increasingly responsible professional-level experience performing detail oriented and analytical work in financial and data analysis, program/contract management and evaluation; policy development; and report-writing
- Bachelor's degree from an accredited college or university in public administration, business administration, economics, or a closely related field

### Bonus Points (Highly Desirable!)

- A master's degree in business or public administration
- Possession of a certified public accountant license or certified professional public buyer
- Experience at a governmental agency
- Experience in purchasing, labor compliance, treasury or contract management

### 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
- Professional/Management Development Funds - \$800.00 annually for Administrative Analyst II and \$1,000.00 annually for Senior Management Analyst
- Management leave of 80 hours per fiscal year; paid out at end of fiscal year if not used (Senior Management Analyst only)
- Wellness culture including access to the employee gym and incentive pay for participating in the City's wellness program.
- Employee appreciation days and activities

### Are You Ready? Apply.

Submit your application, supplemental questions 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.

**Application Deadline:** Application materials will be screened on a continuous basis with a **first application review date of 5:00 p.m. PST, Monday, June 25th** or until **75** applications have been received, whichever occurs first. The recruitment is scheduled to close at any time. Qualified candidates are encouraged to apply early!

### Interview Process

Depending on the number of candidates, the first round of interviews may be conducted via Skype. The most appropriately qualified candidates will be invited to a practical exam and an oral board interview (weighted 100%). Select candidates who pass the oral board interview and practical exam may be invited to interview with the Finance and Administrative Services Department staff for a more in-depth discussion regarding the position. Depending on the number of applicants this process may be altered.

### The Fine Print

\*One vacancy for Admin Analyst II/Senior Management Analyst is pending council approval on June 19, 2018.

\*\*This is only an estimated salary which reflects a 4% cost of living adjustment to become effective the first pay period ending in July. Pay beyond this posted salary range may be awarded for meritorious performance.

Prior to hire, candidates will be required to successfully complete a preemployment 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 II/SENIOR MANAGEMENT ANALYST**

**Supplemental Questionnaire**

**Please answer the following questions and submit with the application. Please no more than one page for each question.**

1. Please list your level of expertise using Microsoft Excel.
  - ☐ Advanced (graphs, pivot tables, creating and linking formulas)
  - ☐ Intermediate (basic formulas, color-coding, sorting, filters)
  - ☐ Beginner (basic data entry)
  - ☐ No Experience
  
2. Please indicate the functional areas you have DIRECT experience working in (check all that apply):
  - ☐ Financial Analysis
  - ☐ Contract Management
  - ☐ Treasury
  - ☐ Purchasing or Labor Compliance
  - ☐ System Management
  - ☐ No Experience in the above
  
3. Briefly describe your professional experience and the total number of months/years in the following areas that are applicable: financial analysis, contract management, treasury, purchasing, labor compliance, and system management.
  
4. Please describe your most challenging project. Name two issues that were most difficult and describe how you approached those challenges.