



We invite applications for the position of:  
**CONTRACTS ANALYST II/  
SENIOR CONTRACTS ANALYST\***  
Contracts Analyst II \$92,133 to \$108,392 Annually  
Senior Contracts Analyst \$95,732 to \$119,665 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, former 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 a highly analytical, highly skilled, and talented individual to join the Finance & Administrative Services Department (FASD). The City has one vacancy which can be filled as a Contracts Analyst II or Senior Contracts Analyst depending on the qualifications of the individual. This individual will be responsible for reviewing, preparing and administering contracts City-wide, while ensuring compliance with city policy, insurance and financial terms. Here is an exciting opportunity for a talented professional to join a great organization and make valuable contributions in the Finance & Administrative Services Department. You can review the detailed job description for [Contracts Analyst II](#) and [Senior Contracts Analyst](#) on the City's website.

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

- Serve as a centralized point of contact and interdepartmental liaison for contract administration and interagency coordination.
- Review and prepare complex contracts, proposals, request for proposals, and similar documents.
- Provide development, analysis and implementation of policies, programs, procedures and projects.
- 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.
- Explain and interpret and explain City and departmental policies and procedures to internal customers.
- Establish and maintain effective working team and inter-departmental relationships.

### **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

#### Contracts Analyst II

- Two years of full-time administrative and analytical experience equivalent to the position of 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 Contracts 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 or a law degree
- Experience at a governmental agency
- Experience in contracts management (preparing, reviewing and administering contracts)
- Certified Professional Contract Manager (CPCM) or equivalent

### 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 Contracts Analyst II and \$1,000.00 annually for Senior Contracts Analyst
- Management leave of 80 hours per fiscal year; paid out at end of fiscal year if not used (Senior Contracts 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, December 17, 2018** or until 50 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 an oral board interview (weighted 100%). Select candidates who pass the oral board interview 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

**\*Contracts Analyst II/Senior Contracts Analyst is a working title. The official job classification for this position is Analyst II/Senior Management Analyst.** 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  
CONTRACTS ANALYST II/SENIOR CONTRACTS ANALYST**

**Supplemental Questionnaire**

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

1. Describe your professional experience administering, reviewing and preparing contracts and ensuring compliance with company policy, insurance and financial terms. If you do not have experience in Contracts, please write "n/a".
  
2. Please describe your most challenging project. Name two issues that were most difficult and describe how you approached those challenges.