



We invite applications for the position of:  
**SENIOR MANAGEMENT ANALYST  
(PURCHASING & LABOR COMPLIANCE)**  
\$98,604 to \$123,255\* 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 & Labor Compliance)*

### **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. Here is an exciting opportunity to join a great organization and make valuable contributions.

### **About Our Team**

We are seeking a highly analytical, highly skilled, and talented professional to join the Purchasing and Support services Division in the Finance & Administrative Services Department (FASD). The Senior Management Analyst will routinely perform analysis as it relates to purchasing, and monitoring ongoing labor compliance with current and new legislation, including prevailing wage. You can review the detailed job description for [Senior Management Analyst](#) on the City's website.

### **What You Bring**

- 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!)**

- Experience in purchasing and/or labor compliance.
- Experience at a governmental agency.
- A master's degree in business or public administration.
- Possession of a Certified Professional Public Buyer (CPPB) or equivalent.

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

- Assist with communication and implementation of the state's Prevailing Wage requirements to vendors, contractors and labor union representatives.
- Provide updates of the State's latest prevailing wage requirements and review purchasing and construction contract documents as it relates to this information.
- Perform routine verification and analysis of general contractors, sub-contractors and vendors' certified payroll; review invoices; work with procurement and City departmental staff as needed.
- Conduct surveys and perform research and statistical analyses on administrative, fiscal, and operational issues; recommend and implement an effective course of action.
- Compile and analyze data in order to assess cost, operational feasibility and other aspects of programs and special projects; prepare reports and make recommendations on the formulation of policy and procedure, often with City-wide impact.
- Prepare and manage complex solicitations, contracts, and related documents; prepare analysis and reports for program compliance.
- Perform detailed financial and nonfinancial analysis projects, research, and prepare written reports and correspondence.
- Develop purchasing and labor compliance training resources used to provide guidance to internal City staff; perform outreach to City departments and vendors.
- May perform system administration and maintenance.

### Who You Are

- Innovative doer, who welcomes challenge, is resourceful, and works well both independently and with others.
- 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 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.
- Management Development Funds - \$1,000.00 annually.
- 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. The **second application review date will be 5:00 p.m. P.S.T., Tuesday, July 9, 2019**. 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

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).

\*FY 2019/20 salary range pending Council approval on June 25, 2019.

**CITY OF MOUNTAIN VIEW  
SENIOR MANAGEMENT ANALYST  
(PURCHASING & LABOR COMPLIANCE)  
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. Select all the boxes that best describe the related items you have experience developing and/or maintaining.
  - ☐ Routine contracts and purchase orders
  - ☐ Complex or specialized contracts and purchase orders
  - ☐ Correspondence
  - ☐ Cost benefit analysis
  - ☐ Financial and statistical data, tables, and charts
  - ☐ Procurement Card Program administration
  - ☐ Labor Compliance Program
  - ☐ Public Purchasing Codes, Policies and Procedures
  - ☐ Requests for Bids
  - ☐ Requests for Quotes,
  - ☐ Requests for Information
  - ☐ Requests for Proposals
  - ☐ Preparing training materials and providing training
  - ☐ System Management
  - ☐ Vendor outreach
  - ☐ Vendor performance standards
  - ☐ Other: \_\_\_\_\_
  
3. Briefly describe your professional experience and the total number of months/years in the applicable areas selected above.
  
4. Please describe your most challenging project. Name two issues that were most difficult and describe how you approached those challenges.