



We invite applications for the position of:  
**ANALYST I/II**  
(CITY MANAGER'S OFFICE - SUSTAINABILITY)  
(LIBRARY SERVICES DEPARTMENT)  
Analyst I - \$85,970 to \$101,141 Annually  
Analyst II - \$94,898 to \$111,645 Annually  
Plus a comprehensive benefits package

### 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 J-O-B, it is a way of life for those who seek a mission-oriented culture.

### About These Roles

We want two highly **motivated, reliable, and skilled** individuals to join the Mountain View team in our service oriented, collaborative environment. This recruitment will establish a list to fill current vacancies in the Sustainability Division of the City Manager's Office and the Library Services Department, as well as future vacancies in the Analyst I/II classification.

**Sustainability:** This is a full-time position supporting the Sustainability Division of the City Manager's Office. The Analyst will oversee the outreach program, including conducting research and analysis, designing and launching community and employee engagement programs, managing vendors and other external stakeholders, measuring results, writing reports, and working with City staff. We are looking for a very outgoing, highly motivated, organized, and detail oriented individual with tangible marketing experience to help us take our community and employee engagement programs to the next level!

**Library:** This is a full-time position supporting the Library Services Department. The Analyst is responsible for assisting in the preparation of the department budget; monthly reporting and financial analysis; research and statistical analysis; contract development and administration; grant management; assist in managing projects; work closely with other city staff; extensive and complex analyses for library services functions and will be assigned special projects as needed.

To learn more about each department, please visit our website at [www.mountainview.gov](http://www.mountainview.gov). You can review the detailed job description for Analyst I/II on the City's website [here](#).

### What You Bring

#### Analyst I

- Bachelor's degree from an accredited college or university in public administration, business administration, economics, or a closely related field

OR

- Associate of arts degree and two years of full-time experience at the Administrative Aide level with the City of Mountain View.
- Possession of, or ability to obtain, a valid California Driver License.

#### Analyst II

- Two years of full-time 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
- Possession of, or ability to obtain, a valid California Driver License.

### Bonus Points

#### For Sustainability

- A Bachelor's degree in environmental studies/sustainability/science, marketing, or a closely related field is preferred.
- A Master's degree in environmental studies/sustainability/science, marketing, or a closely related field
- Public, private, or non-profit experience in sustainability, including hands-on experience with:
  - designing and executing broad marketing/outreach campaigns targeted at residents, businesses, or employees
  - initiating programs, managing projects, conducting analysis, and generating tangible results toward inspiring people to take sustainability actions
- Experience in contracts management (preparing, reviewing, and administering)

### **For Library**

- A Master's degree in public administration, business administration, library science, or a related field
- Experience at a governmental agency or public library
- Experience in contracts management (preparing, reviewing and administering contracts)
- Experience in tracking and monitoring budgets, and forecasting budget needs

### **Who You Are**

- Highly motivated and a critical thinker up for a challenge
- Skilled in conducting research, compiling data, and performing technical analysis, including quantitative analysis in Microsoft Excel
- Skilled in tactfully working with co-workers to gain their assistance
- An innovative doer who devises creative solutions to issues
- Able to juggle various assignments in a fast-paced, dynamic work environment
- Detail-oriented and have strong organizational skills
- On the lookout for what needs to be done and the best way to do it
- Exceptional communicator (oral and written) with superior interpersonal skills, and able to communicate with all levels of City officials, staff and the public in a clear, concise, friendly and tactful manner
- Diligent with a positive attitude and willingness to learn
- Progressive and forward thinking

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

#### **For Sustainability**

- Lead and implement all aspects of the outreach program, targeted at residents, businesses, and City employees, including:
  - Design and execute programs focused on encouraging behavior change and implementing building upgrades
  - Create a full suite of collateral, and design and write content for ads and other outreach materials
  - Facilitate community and employee events (some during evenings & weekends) with an inspiring and bold voice
  - Manage the web site and social media, secure earned media, place ads, and conduct surveys
  - Partner with external and internal stakeholders (e.g. vendors, non-profits, the public, other cities, and City staff) to implement programs
  - Facilitate request for proposals (as needed) and negotiate and execute contracts
  - Support and publicize Silicon Valley Clean Energy's residential and non-residential programs
  - Gather pre- and post-program data, track metrics, and report on the effectiveness of the program
  - Manage the outreach program budget, including projecting annual costs and tracking all expenses
- Conduct research on various topics and compile, analyze, and report on the data
- Apply for awards, apply for and manage grants, and report results
- Re-engage and lead the City Green Team (time permitting)

#### **For Library**

- Maintain and monitor the department budget, records, reports, and related documentation
- Review and prepare complex contracts, proposals, request for proposals, and similar documents
- Assist with administrative procedures and processes such as the dissemination of policies and procedures
- Coordinate projects, meetings, and special events related to the program area assigned
- Conduct research, gather and analyze data, and prepare summaries and recommendations based on research
- Interface with the public, City staff, and other government entities
- Utilize various software and tools to track program budgets and analyze cost impacts
- Submit annual survey to State Library; compile annual Library statistics, performance/workload measures, and other end of year reports
- Gather and report data from neighboring and benchmark libraries; conduct and analyze customer surveys
- Assist with internal departmental human resources functions, processes, and procedures including recruiting, hiring and onboarding; being the staff contact and liaison to Human Resources and Payroll regarding processing and procedures
- Prepare grant proposals; monitor active grants to ensure that stipulations and regulations regarding the use of funds are met; and maintain appropriate records
- Create and submit memos and documents to City Council via online system.

### 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
- Employee appreciation days and activities
- Wellness culture including access to the employee gym and incentive pay for participating in the City's wellness program
- Professional/Management Development Funds - \$800 annually

### 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. **The following four (4) application items are required and constitute a complete application: A fully completed CalOpps employment application, resume, cover letter, and supplemental question responses. Incomplete applications will not be considered for the position.** Application materials will be screened on a continuous basis with a first application review date of **Tuesday, August 20, 2019 at 5pm**. The recruitment may close at any time. Qualified candidates are encouraged to apply early!

### Interview Process

Candidates with the most relevant qualifications will be invited to the following process:

- Skype Interviews – Depending on the number of candidates, the first round of interviews may be conducted via Skype.
- Oral board interview and written exercise (weighted 100%).
- Department interview – Select candidates who pass the oral board interview may be invited to interview with the Sustainability Division and/or Library staff for a more in-depth discussion regarding the position and their specific qualifications for the position.

Depending on the number of applications, the above process may be altered.

### Fine Print.

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).

Prior to hire, candidates will be required to successfully complete a preemployment process, including employment verification 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 or termination.

# CITY OF MOUNTAIN VIEW

## Analyst I/II

### Supplemental Questionnaire

**Please answer the following questions and submit with your application. Please limit your responses to a half-page per question.**

1. What is your preferred area of interest?
  - a. Sustainability
  - b. Library
  - c. No preference
  
2. Please briefly describe your professional experience conducting research and analysis to support effective decision-making and problem solving related to your preferred area of interest (Sustainability or Library).
  
3. Briefly describe your professional experience administering, reviewing and preparing contracts and ensuring compliance. If you have no experience in Contracts, please write "N/A".
  
4. Please briefly describe your professional experience leading projects.
  
5. Please indicate the number of years of full-time experience you have performing increasingly responsible professional-level administrative, analytical and/or budgetary work in your preferred area of interest (if part-time, add up hours to equate to full-time work).  
  
☐ More than 4 Years  
☐ 2-4 Years  
☐ Less than 2 Years  
☐ No Experience
  
6. **Sustainability Applicants Only:** Please list your years of experience in marketing/outreach, your years of experience in sustainability, and the relevant position(s) you held in these two areas. If you have no experience, please write "N/A".