



City of Milpitas

We invite applications for the position of:

Senior Administrative Analyst (Solid Waste Program Manager)

Annual Salary Range: \$103,572.92 - \$136,338.66

Post Date: Wednesday, October 2, 2019

Close Date: **Wednesday, October 23, 2019, 5:00PM**

The Community

Located at the southern tip of the San Francisco Bay, Milpitas is a progressive community that is an integral part of the Silicon Valley. With a diverse resident population of 78,106 the City of Milpitas sees each of the approximate 432 full-time equivalent employees as committed to accomplishing the community's vision by providing fiscally sound, superior services.

Milpitas has been recognized as one of the top 10 Best Cities for Science, Technology, Engineering and Mathematics (STEM) Workers, approximately 28% of the jobs are in the STEM category. According to the US Census, Milpitas was the 8th fastest growing city in the United States, and the 2nd fastest growing in California. Milpitas also boasts the 3rd highest job growth among the 515 qualifying cities by Wallet Hub. Milpitas is home to an industrious and well-educated community with an average household income exceeding the County average. The homeownership rate is close to 65% and the housing market in Milpitas remains affordable relative to the majority of Santa Clara County.

Milpitas is at the heart of Silicon Valley and is often called the "Crossroads of Silicon Valley" with most of its 13.63 square miles of land situated between two major freeways (I-880 and I-680), State Route 237, and a County expressway. With existing light rail and BART extension opening in 2019, the transit hub adjacent to the Great Mall facilitated high density transit-oriented development with over 2,100 units being built. There are approximately 1,790 acres, or 2.9 square miles designated for various industrial uses.

An additional 350 acres are dedicated to regional and community retail centers supporting 3.5 million square feet of commercial shops. The Great Mall of the Bay Area is the largest enclosed mall in Northern California, with approximately 1.1 million square feet of leasable space for retail and entertainment operations. Several local shopping centers service regional needs including Asian-oriented retail and services. The City provides a multitude of outstanding recreational opportunities, including aquatics, cultural arts and theater, sports leagues and activities, youth and senior programming and activities.

The City Government

Incorporated in 1954, the City of Milpitas is a bustling general-law city supervised by a council-manager form of government. Milpitas is a full-service city which includes Police, Fire, and a water utility and sewer utility. The Council makes planning and policy decisions for residents, and oversees the City's \$253.2 million budget. Issues currently challenging the City include development, quality of life, and traffic.

We encourage you to check us out at: <http://www.ci.milpitas.ca.gov/>



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The Opportunity

The Public Works Department is seeking a highly motivated, creative, and experienced Solid Waste and Zero Waste Program administrator to manage the City's innovative solid waste, recycling, and food scraps program. This position will work closely with the City's contractor, and city staff to provide high quality services to Milpitas residents and businesses, create effective and meaningful educational programs and initiatives to maximize program participation, recycling, and diversion of waste from landfills. The City is seeking a creative program manager that will play a critical role in developing the City's Zero Waste Program, steering the community toward a Zero Waste future, and ensure the City's compliance with new solid waste regulations including SB 1383. This position will also administer the City's stormwater management program including oversight of the City's implementation and compliance with the SF Bay Municipal Regional Stormwater Permit. In the capacity, the position will work with partner departments, as needed, to develop and track implementation of stormwater pollution prevention programs, stormwater facility inspections, and outreach and education. The Senior Administrative Analyst will report to the Deputy Public Works Director and will lead a team that will consist of an Administrative Analyst, Environmental Inspector, and interns.

What You Will Do

Duties may include, but are not limited to the following:

- Lead the development of new zero waste, recycling, and stormwater management program elements and program modifications as necessary to meet stated goals and objectives.
- Assist in formulating program policies, goals and procedures; collect and compile relevant data supporting recommendations.
- Perform a variety of responsible and technical administrative and analytical assignments.
- Monitor, analyze, and report on the effects of legislation and judicial actions on programs.
- Conduct surveys and perform research and statistical analyses as required; prepare related reports.
- Develop and disseminate employee and /or public information regarding solid waste, recycling, zero waste, stormwater pollution prevention programs.
- Coordinate Public Works activities with other City departmental programs, projects, and procedures.
- Coordinate the implementation of Solid Waste and Stormwater Management programs, policies, and projects.
- Administer various contracts including coordination and participation in contract negotiations, rate setting, and monitoring contract compliance and performance.
- Monitor progress and evaluate work measurement data of various City programs including the services provided by Milpitas Sanitation and/or other contractors.
- Develop and maintain a data tracking system to monitor the City's progress in complying with Federal, State and local laws and regulations relative to assigned programs.
- Provide staff support to assigned commissions and committees.
- Serve as the City's program representative to various business, community, and special interest groups.



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- Exercise direction over assigned staff.
 - Input and retrieve data from a computer system.

Experience and Education

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, environmental science, business administration, urban planning, biology, or a closely related field, AND

Three years of increasingly responsible administrative or analytical experience in an operating or staff agency in business or government comparable to that of an Administrative Analyst II with the City of Milpitas.

License and Other Requirements

Possession of or ability to obtain and maintain an appropriate, valid California Driver License.

Special Requirements

Ability to work in a standard office environment including use of a computer and the ability to work alone or with other individuals.

Selection Process

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an assessment of the candidate's written skills, computer skills, and an oral board interview. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process.

To Apply

Submit application, supplemental questions, and resume online at www.calopps.org or to the Human Resources Department, City of Milpitas, 455 E. Calaveras Blvd, Milpitas, CA 95035, (408) 586-3090.

A complete job description is available on the City of Milpitas website: www.ci.milpitas.ca.gov (under Classification and Compensation) or from Human Resources.

The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.

Candidates will receive all communications by email regarding the recruitment process, which includes, but is not limited to, application status, testing dates, and interview scheduling. If you require alternate communications, please contact Human Resources at (408) 586-3090.



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Benefits

The City provides an excellent array of benefits that includes the following. This position is represented by the Mid-Management/Confidential bargaining group. Benefits Information is available online at:

<http://www.ci.milpitas.ca.gov/milpitas/departments/about-human-resources-2/benefits/>

<http://www.ci.milpitas.ca.gov/wp-content/uploads/2016/02/UPEC-Mid-Mgmt-Confidential-Unit.pdf>

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.



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Supplemental Questionnaire

Please answer the following questions and submit with your application. Responses should be no more than one page per question.

1. Please describe your project management experience involving solid waste, recycling or zero waste programs or a related environmental field. In your answer, please include the agency you worked for, your title and the specific duties you were responsible for.
2. Please describe your experience facilitating and collaborating with partners (such as staff from other divisions/departments, contractors, or other agencies) to deliver an environmental project or program. Describe your experience gathering input and addressing and incorporating concerns into programs you worked on. Describe a few techniques or tools you used to keep the project moving forward.
3. Please describe your experience interpreting solid waste regulations and laws and developing and administering programs in response to changing requirements.