

Now accepting applications for:

CONTRACTS ANALYST II/ SENIOR CONTRACTS ANALYST

Contracts Analyst II:
\$97,744 to \$114,993 Annually*

Senior Contracts Analyst:
\$101,562 to \$126,953 Annually*

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

Why Mountain View?

Because where you choose to work, matters. Because you want to surround yourself with passionate, mission-driven colleagues committed to providing excellent service to the community and each other. Because you want to apply your talents in a place where words like "wellness," "empathy" and "innovation" are not merely nice sentiments, but are ideals we strive to achieve in everything we do.

**Appointment beyond the posted salary range may be considered for exceptional qualifications and experience. Salary growth following appointment is in accordance with a pay-for-performance plan and increases may be awarded annually for meritorious performance.*

What's the role?

We're looking for a highly analytical, highly skilled and talented professional with excellent communication skills to take on the role of Contracts Analyst II/Senior Contracts Analyst. The City has one vacancy, which can be filled at the level of Contracts Analyst II or Senior Contracts Analyst depending on the qualifications of the individual. You will join a **fast-paced, customer services oriented team environment**, 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.

The Essentials

Contracts 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.
- May need to possess a valid Class C California Driver License as required by the position.

Senior Contracts Analyst

- Three years of increasingly responsible professional-level experience performing detail oriented and analytical work in areas such as complex financial and/or data analysis; program or 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. Possession of, or ability to obtain, a valid Class C California Driver License.

Bonus Points

- A master's degree in business or public administration or a law degree
- Experience in contracts management (preparing, reviewing, and administering contracts) and contractual risk evaluation
- Experience at a governmental agency working with Enterprise Resource Planning or Contract Management software
- Certified Professional Contract Manager (CPCM) or equivalent

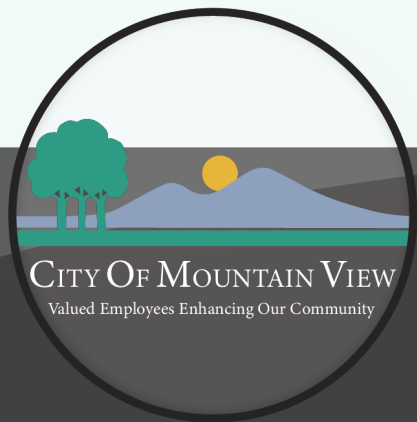
What You'll Do

- Serve as a centralized point of contact and interdepartmental liaison for contract administration, contractual risk analysis, and interagency coordination.
- Review and help prepare all types of contracts including complex contracts, proposals, request for proposals, certificates of insurance 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.

Follow us on LinkedIn:



<https://www.linkedin.com/company/city-of-mountain-view/>



CULTURAL IDEALS:

- Empower People
- Foster Collaboration
- Support Continuous Learning
- Enhance Our Community
- Champion Wellness
- Lead with Empathy
- Embrace Change & Innovation

Apply Now!

Submit your application, resume, and supplemental questionnaire online at calopps.org or to the Human Resources Dept. City of Mountain View, 500 Castro Street, Mountain View, CA 94041, and (650) 903-6309. Please provide a valid email address on your application. **Application materials will be screened on a continuous basis with a first application review date of Wednesday, February 17, 2021.** The recruitment may close at any time. Qualified candidates are encouraged to apply early!

What You'll Do, cont.

- Write and present comprehensive, concise, and clear reports, memos, and other communications.
- Explain and interpret City and departmental policies and procedures to internal customers.
- Establish and maintain effective working team and inter-departmental relationships.

Are we a Match?

- You are an innovative doer who welcomes challenge, is resourceful and works well both independently and with others.
- You are a detail-oriented individual who enjoys reviewing complex documents, looks for consistency, and is able to interpret complex legal language.
- You are adept at quickly learning new tasks and thrive in a team-oriented, results-driven, challenging and fast-paced environment.
- You have superb managerial, customer service, analytical, interpersonal and communication skills.
- You find it extremely rewarding to work with numbers and perform extensive research and analysis.
- You are a multi-tasker who is able to juggle multiple priorities with proven project and time management skills.

The Perks!

- **Comprehensive Benefits:**
 - Generous paid leave and group health coverage (medical, dental, vision, EAP, Life & Disability Insurance).
 - 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.
- **Support for Continuous Learning & Development:**
 - Up to \$2,000 in tuition reimbursement for education advancement annually, with a one-time opportunity for up to \$20,000 for the completion of a work-related Bachelor's or Master's.
 - Contracts Analyst II - Professional/Technology Development Funds (\$800.00 annually).
 - Senior Contracts Analyst – Management Development Funds (\$1,000.00 annually).
 - Management leave of 80 hours per fiscal year, paid out at the end of the fiscal year of not used (Senior Contracts Analyst only).
- **Wellness and Engagement Culture:**
 - Access to an onsite employee gym.
 - Incentive pay for participating in the City's wellness program.
 - Up to \$100/month City contribution for mass transit expenses, with \$10/month minimum employee contribution; discounts for carpools and ride-shares; a bicycle commute incentive.
 - Ongoing commitment to robust internal communication and feedback.
- **And More:** Employee appreciation days and activities.

Fine Print. Depending on the number of applications, the above process may be altered. 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. NOTE: The provisions of this bulletin do not constitute an expressed or implied contract, and any provisions contained in this bulletin may be modified or revoked without notice.