

Now accepting applications for:

PRINCIPAL MANAGEMENT ANALYST

\$112,644 to \$168,966 Annually*

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.

“The Principal Management Analyst is a critical member of the City Manager’s Office team. This position takes initiative to improve and lead important citywide processes, like Strategic Planning, and manage projects to address cutting edge issues impacting our community, such as Race, Equity and Inclusion.”

- Audrey Seymour Ramberg, Assistant City Manager/ Chief Operating Officer

*The control point for this position is \$140,805. 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 an **enthusiastic** and **highly motivated** professional to take on the role of Principal Management Analyst in the City Manager’s Office. You will join a **fast-paced, dynamic team environment**, acting as the City’s lead analyst, coaching and supporting department analysts to maintain high-quality analysis and ensure the success of complex, interdepartmental projects and initiatives. This position receives direction from department head and senior management staff, leads cross-departmental teams, develops and presents recommendations to the executive team, advisory bodies and Council, manages programs and complex projects, and may exercise direct or indirect supervision over assigned professional, technical, and/or clerical personnel. If you are looking to perform challenging, meaningful and highly responsible duties which require a great deal of independence and a full understanding of Citywide programs, this position is for you! Review our detailed job description [here](#).

The Essentials

- Four years of full-time increasingly responsible professional and analytical experience equivalent to the City of Mountain View position of Senior Management Analyst
- Graduation from an accredited college or university with a bachelor’s degree in public administration, business administration, economics, or a closely related field.
- Possession of, or ability to obtain, a valid California Driver License.

Bonus Points

- A master’s degree in public administration, business, law, or a related field.

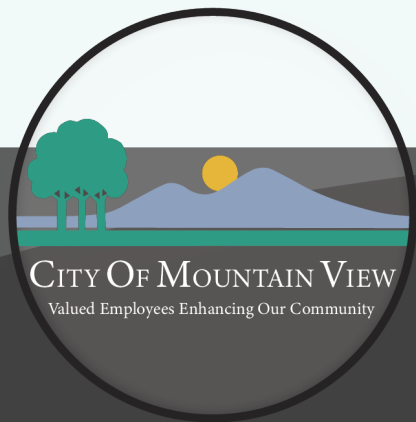
What You’ll Do

- Analyze opportunities and develop plans to streamline and continuously improve the effectiveness and efficiency of City systems and procedures and lead the implementation across all City departments.
- Assist in the development and oversight of the City Manager’s Office budget and work plan.
- Manage the process for setting and reporting on the City Council’s priority goals and related initiatives.
- Serve as lead staff liaison for the Public Safety Advisory Board.
- Coordinate the City’s Race, Equity and Inclusion Action Plan.
- Manage a range of programs, contracts, and grants in such areas as Americans with Disability Act (ADA) coordination and local public access television.
- Create, implement, and oversee complex work plans to work collaboratively with department staff to implement new citywide programs, projects and policies.
- Exhibit remarkable customer service to your colleagues, other agencies, and the community we serve.
- Supervise assigned professional, technical and clerical staff and lead cross-departmental teams.

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 and resume online at calapps.org or to the Human Resources Department; City of Mountain View, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309. Please provide a valid email address on your application. **Application materials will be screened on a continuous basis with a first review date of Monday, January 24, 2022 at 5:00 p.m. PST.** Qualified candidates are encouraged to apply early. Recruitment may close at any time.

Are we a Match?

- You are a **creative** and **analytical thinker**, able to understand root causes, create and evaluate options and develop solid recommendations.
- You are a skilled **communicator**, able to distill complex information into clear and concise written and verbal reports.
- You are **dedicated** to and **passionate** about making a difference for the community and your coworkers and are able to see how your work contributes to this greater purpose.
- You are **proactive**, taking the initiative to **recognize** and **seize** opportunities and able to **work independently** to develop and execute complex work plans.
- You **understand** the importance of relationship building and work well with others, understanding different styles and perspectives and acting with a high degree of emotional intelligence.
- You are **flexible**, up for new challenges and able to shift gears as needed to respond to emerging priorities.
- You are able to **prioritize**, **organize** your work, and **maintain** work-life balance and a sense of humor, thriving in a fast-paced team environment.
- You are able to **build** support for and **implement** change across a range of diverse interests.

The Perks!

Comprehensive Benefits:

- Generous paid leave, including 80 hours of management leave, which can be cashed out.
- Generous 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.
- Professional/Technology Development Funds (\$1,000 annually).

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 activities.

City of Mountain View requires all employees to be fully vaccinated against COVID-19. This mandate allows for limited exceptions.

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 Department 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 pre-employment 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 requires all employees to be fully vaccinated against COVID-19. This mandate allows for limited exceptions. 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.