

CITY OF CERES

PUBLIC WORKS DEPARTMENT: SOLID WASTE

NOW HIRING

ADMINISTRATIVE ANALYST

**\$5,973 - \$7,260 MONTHLY
(PAID BI-WEEKLY)**

OPENS 4/27/26 CLOSES 5/17/26

QUALIFICATIONS

Education/Training: A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, economics, environmental science/studies, or a related field.

Experience: Four years of increasingly responsible administrative, analytical, and/or budgetary experience

Looking for a candidate with a strong background in safety, reporting, contract management, or solid waste.

ABILITIES

Perform a full range of responsible analytical and administrative duties in support of assigned programs, functions.

Interpret and apply pertinent federal, state and local laws, codes and regulations as well as City policies and procedures. Responsible for AB939, SB1383, AB341, etc.

Prepare clear and concise administrative and financial reports.

Assist with budget preparation and administration.

Collect, evaluate and interpret complex information and data.



JOB DESCRIPTION

<https://www.ceres.gov/DocumentCenter/View/831/Administrative-Analyst-PDF>

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