



Midpeninsula Regional Open Space District - JOB ANNOUNCEMENT

Budget & Analysis Manager

Pay Range: \$123,540 - \$154,284/annually
plus full benefits, including CalPERS Pension

OPEN UNTIL FILLED – first application review on June 7, 2020

Qualified applicants are encouraged to apply early

The application window may close at any time after June 7th without further notice

Midpeninsula Regional Open Space District's Administrative Services has an excellent opportunity for a bright, enthusiastic, energetic, and customer service-oriented individual in our budget office. The primary responsibilities of the Budget & Analysis Manager are to implement budgeting processes and procedures and to ensure the timely and accurate preparation and presentation of Midpen's annual Capital and Operating Budget. If you are looking for an outstanding opportunity to bring your solid budget experience and expertise to a growing and dynamic organization, while contributing to the legacy of open space protection we invite you to apply for this position!

About the Position: The Budget and Analysis Manager position is a great opportunity for a candidate who is a leader in the field of Financial Planning, Analysis, & Accounting. The Budget and Analysis Manager assumes full management responsibilities for all Budget & Analysis Department programs, projects, services and activities; develops, directs and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Budget & Analysis Department; establishes, within District policy, appropriate budget, service and staffing levels; and manages the development and administration of the department's annual budget; direct the forecast of additional funds needed for staffing, consultants, equipment, materials and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.

Strong candidates are accomplished professionals with a highly collaborative management style, strong technical skills, and superior people skills. They are innovative leaders with a hands-on and proactive approach who take the initiative to resourcefully deal with complex issues and continue to build on Midpen's reputation of excellence. Ideal candidates have demonstrated expertise in financial planning, analysis, & accounting with significant emphasis in dealing with a variety of stakeholders. The Budget and Analysis Manager is a leader who will work collaboratively to advance the planning, development and administration of relevant short and long term policies, procedures, and services in a variety of financial, administrative, coordinative, analytical, and liaison capacities, while promoting a culture that recognizes the unique role Midpen plays in opens space lands. For additional information about the position, see the [Job Description](#) page of the District website.

About Midpen: Midpen is a regional greenbelt system in the Santa Cruz Mountain region comprised of nearly 65,000 acres of land in 26 extraordinary open space preserves, permanently protected for public enjoyment and recreation. Midpen is a growing organization with a focused mission that guides our work, and where every employee makes an impact. The overall financial health of the District is strong and stable. Check out our [FY19-20 Budget and Action Plan](#) and Midpen's [accomplishments and budget](#) for more information, and also take a look at the [Working for Midpen video](#) on our Employment Opportunities page.

Work Environment: This position is part of Administrative Services at the District's offices in Los Altos, California and will work in an office environment.

Education and Experience: We realize your time is valuable, so please apply only if you have at least the required minimum qualifications outlined here: any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be: equivalent to graduation from an accredited college or university, ideally with a degree in Accounting or Finance, with a public administration focus; and five (5) years of progressively responsible experience in a Budgeting & Analysis or Financial Planning & Control, and at least three (3) years of supervisory experience. A master's degree and public sector experience are highly desirable.

Licenses & Certifications Required: Possession of a valid California Driver's License.

Benefits: The Open Space District provides an excellent benefits package including health, life & disability insurance as well as CalPERS pension. Please see the [Benefits](#) page of the District website for details.

How to Apply: Open until filled. First application reviewed will be on June 7, 2020. The application window may close at any time without further notice after June 7th. *Qualified applicants are encouraged to apply early.*

Apply online via [CalOpps.org](https://calopps.org)

The following application items are required in order to be considered:*

1. Fully completed CalOpps employment application
2. Cover letter
3. Resume
4. Supplemental question responses

***Incomplete CalOpps employment applications or applications without the required application items will not be considered for the position.**

Applicants with the most relevant experience and qualifications suitable for the position will be contacted for an interview.

Midpeninsula Regional Open Space District is an Equal Opportunity Employer

Applicants with disabilities may request reasonable accommodation
by contacting the Human Resources department at 650-691-1200

Put your passion for Open Space to work!