



THE CITY OF REDWOOD CITY
INVITES APPLICATIONS FOR:

MANAGEMENT ANALYST I

PUBLIC WORKS DEPARTMENT

#25A-35

SALARY:

\$10,599.81 - \$12,715.80 / Monthly

Closing: June 15, 2025, at 11:59 pm
(Opened: 05/23/2025)

Application Process

Apply online at
www.CalOpps.org
Member Agency: **Redwood City**

Selection Process

In-Person Oral Board Interview
tentatively scheduled for
July 9, 2025

The examination process will consist of at least one oral board interview process to establish an Eligible List for both current and future vacancies citywide

Candidates with a disability, which may require special assistance in any phase of the application or selection process, should advise the Human Resources Division upon submittal of application.

All applications including supplemental questionnaires will be reviewed for completion, relevant education, experience, training and other job related qualifications. Those who best meet the stated qualifications and requirements for the position will be invited to participate in the selection process. The specifics of the selection process will be communicated to those selected candidates.



ABOUT THE CITY

We offer a wide range of meaningful career opportunities with potential for growth, training and development, competitive salaries, flexible work schedules, paid time off, and robust benefits. The Redwood City team is guided by the core values of **excellence, integrity, service, collaboration, inclusion and innovation**. Inherent in these values is a great organizational culture based on trust, strong and supportive leadership, respect, risk-taking, empowerment, and effective communication.

The community is known for its inclusivity, strong engaged neighborhoods, and civic pride. The City works diligently to maintain positive and productive relationships with community partners, together providing outstanding services, programs and opportunities for residents and businesses. This mix of tradition and progress, community and diversity, makes Redwood City an extraordinary place to work and call home. If you're looking to grow your career as a part of a professional and progressive Public Works team that fosters innovation, creativity and collaboration, we hope you'll apply.

ABOUT THE POSITION

The City of Redwood City, Public Works Department invites you to apply for the position of Management Analyst I. This is an excellent opportunity for a motivated professional to provide highly responsible staff assistance in the preparation and administration of various contracts and agreements, as well as development, coordination and monitoring of various department budgets, grant proposals, reports and records maintenance.

Typical duties include, but are not limited to: assist the Public Works Superintendents and Director in tracking divisional workload and projects, helping prepare staff reports, monitoring the budget associated with existing projects; assist in the preparation, review, implementation and monitoring of various professional services contracts; work in conjunction with legal counsel to ensure that contracts are in compliance with the City's policy, local, state, and federal laws; ensure that contracts are in compliance with agreed upon terms, fees, schedules and scope of work; generate and analyze data regarding cost-effectiveness and quality of services; analyze budget reports and forecasts; analyze revenue producing programs and make recommendations; assist in the preparation of Notice of Inviting Bids (NIB) and Requests for Proposals (RFPs); assist in the evaluation of proposals and make recommendations as appropriate; prepare purchasing and payment requisitions in accordance with agreed upon terms; evaluate the effectiveness of technology and make recommendations that will improve operational efficiencies; conduct research and analysis on best practices in the field of Public Works, and produce various written reports and recommendations. The Management Analyst I may serve as department liaison to various committees and associations for compliance of environmental and regulatory requirements.

THE IDEAL CANDIDATE

The ideal candidate will possess strong analytical skills and will be able to synthesize and summarize complex data; will be a highly motivated and self-directed individual able to use initiative and independent judgment; will possess strong writing skills, will be detail-oriented and able to manage multiple tasks; will possess strong business acumen and related technical skills; will be a team player who likes working with a variety of City staff and the public and have a sense of humor. In addition, the ideal candidate will possess general knowledge of Public Works and have experience with budgeting, working across multiple divisions within a larger department, reviewing legal contracts and working with local businesses and community groups.

BUILD A GREAT COMMUNITY TOGETHER



BENEFITS

The successful candidate will enjoy the following benefits in [RCMEA MOU](#)

- **Eligible for merit-based salary increases** – ranging from 4-7% at 6-months and annually thereafter depending on performance
- **Public Employees Retirement System: (PERS).** New members join 2% at age 62; current members join 2% at age 60.
- **Health Insurance:** The City pays 90% of premium, up to \$2,461.99 per month in 2025
- **Dental Insurance:** City paid 90% premium.
- **Vision Insurance:** City paid 90% premium.
- **Life Insurance**
- **Long Term Disability**
- **Employee Assistance Program**
- **Vacation leave:** 10-25 days per year
- **Sick leave:** 12 days per year
- **Paid holidays:** 15 days per year
- **Bereavement Leave:** Up to 3 days/yr.
- **Fitness center:** access at City facilities
- **Education Reimbursement program:** \$2,000 per year.
- **Deferred Compensation Plan (457).** The city contributes 2% of your salary to a deferred compensation plan.
- **Commuter program** available
City matches up to \$100/month on commuter expenses.

CITY VALUES



MINIMUM QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities are qualifying.

A typical way to obtain the knowledge and abilities would be:

Education & Experience

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public or business administration, or closely related field. A Master's degree is desirable. Two to three years of progressively responsible administrative experience.

Licenses & Certificates

A valid California Driver's License and proof of automobile liability insurance may be required.

Knowledge of:

- Principles and practices of public administration.
- Methods and techniques of statistical and fiscal analysis and report writing.
- Basic knowledge of principles and practices of advanced business office management and administration.
- Equipment used in modern offices including computers and software.
- Principles and practices of good customer service.
- Methods and techniques of project management.
- Principles and practices of good team building and team leadership.
- Techniques and principles of effective interpersonal communication.
- Pertinent local, state and federal laws, City functions, policies, rules and regulations.

Ability to:

- Analyze and understand reports, and complex problems and issues.
- Prepare complex reports; prepare, administer and track a program budget; evaluate and develop procedures and policies.
- Prepare memos, staff report, newsletter article, and other written documentation.
- Research, identify, and interpret technical information, problem-solve operational and technical policy and procedures.
- Effectively administer assigned programmatic responsibilities.
- Manage various contracts.
- Manage meetings effectively.
- Establish and maintain positive working relationships and demonstrate customer service orientation with peers and members of the public.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Operate a personal computer with proficiency to produce complex professional reports, charts, and spreadsheets; utilize financial systems software.
- Communicate clearly and concisely, both orally and in writing and make presentations to staff and members of the public.

BUILD A GREAT COMMUNITY TOGETHER



Special Requirement:

Ability to:

- Work in a standard office environment.
- Sit at a desk for long periods of time.
- Intermittently bend and twist to reach office equipment surrounding desk.
- Perform simple grasping and fine manipulation.
- Use telephone and write or use a keyboard to communicate through written means.
- Lift or carry weight of 10 pounds or less.

A City application and supplemental questionnaire is required. Prior to appointment, candidates will be required to pass a background check (at no cost to the candidate) including the following:

1. Criminal History Check
2. DMV Check
3. Fingerprint Check
4. References

Note: internal candidates may be required to complete the above-mentioned requirements.

Special Instructions: A City application, supplemental questions, cover letter and resume are required.

Applications must be filled out completely. Failure to complete the application will disqualify the applicant from the recruitment process. Failure to list work experience, education or training, or stating "See Resume" in the work experience section of the application will be considered an incomplete application and subject to disqualification. Resume and Cover Letter must be attached separately, but resumes will not be accepted in lieu of a City application.

The City of Redwood City is proud to be an Equal Opportunity Employer!

The Immigration Act of 1986 requires proof of identity and eligibility for employment at date of hire.

Any provisions contained in this bulletin may be modified or revoked without notice.



**SUPPLEMENTAL QUESTIONNAIRE
MANAGEMENT ANALYST I #25A-35
CITY OF REDWOOD CITY**

Please provide a thorough response to the following questions and include specific examples.

1. Please provide an example from your work experience, which demonstrates your ability to develop and manage various contracts.
2. Please describe your experience with developing and tracking budgets, as well as analyzing budget reports and forecasts.
3. Please describe the most complex report that you have prepared and presented. Please be sure to include in your response the subject of the report, your audience, and the result or outcome of the information provided.