



THE CITY OF REDWOOD CITY
INVITES APPLICATIONS FOR:

MANAGEMENT ANALYST II (HOMELESSNESS)

#25A-50

SALARY

Management Analyst II

\$11,659.38 - \$13,985.60 / monthly

Opened:09/05/2025

Closing:09/26/2025

This will establish an eligibility list that may be used.

Hybrid schedule - 3 days in office and 2 days working remotely. Approval required, subject to a telework agreement.

***Interested in joining the
Redwood City team?***

Application Process

Apply online at

www.CalOpps.org

Member Agency: Redwood City

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.

Selection Process

In-Person Oral Board Interviews are tentatively scheduled for
Monday, October 20, 2025

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.



WHY JOIN THE REDWOOD CITY TEAM?

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 hard-working and fun City Manager's team that fosters innovation, creativity and collaboration, we hope you'll apply.

ABOUT THE POSITION

The City of Redwood City, City Manager's Office, invites you to apply for the position of Management Analyst II-Homelessness/Human Services. In recent years, Redwood City has emerged as a leader in deploying innovative solutions to address homelessness in our local community. These efforts reflect the City's broader commitment to human services and ensuring that individuals experiencing homelessness have access to housing, supportive services, and long-term pathways to stability. The position will also support the creation of the anti-camping ordinance.

This is an excellent opportunity for a motivated and experienced professional to join the team that is leading the City's efforts on homelessness. The Management Analyst will work closely with City leadership to design and implement strategies to address homelessness.

Typical duties include, but are not limited to:

- Support the Assistant City Manager or his/her designee with the financial oversight and analysis of the \$3.5 million annual budget for the City's Homelessness Initiatives.
- Comply with state, county, and private grant requirements including cost allocations and documentation of Homelessness Initiatives Program expenditures by contracted service providers, strengthening of reporting systems.
- Manage grants from inception through close out, ensuring that best practices are followed, and spend down is maximized.
- Create annual budgets and budgets for proposals, complete budget modifications, and monitor actual expenditures versus budget.
- Prepare grant invoices and financial reports.
- Prepare financial reports for the City's Homelessness Initiatives.
- Monitor and track budget, revenue, and expenditures for Homelessness Initiatives within the City's financial system and with City's Finance Staff.
- Develop cost/benefit analysis of City's Homelessness Initiatives investments in relationship to ongoing costs of mitigation.
- Draft staff reports and other written materials.

BUILD A GREAT COMMUNITY TOGETHER



BENEFITS

Successful candidate will enjoy the Following benefits:

- **Public Employees Retirement System:** (PERS) 2%@60 for current members, 2%@62 for new members
- **Health Insurance:** The City pays 90% of premium, up to \$2,461.99/Mo.
- **Dental & Vision insurance:** 90% premium paid by the City.
- **Employee Assistance Program**
- **Vacation:** 10-25 days per year
- **Sick leave:** 12 days per year
- **Holidays:** 15 paid days per year
- **Fitness center:** access at City facilities
- **Education, Technology & Wellness Reimbursement program.**
- **Commuter program** available (6-minute walk from Caltrain)



THE IDEAL CANDIDATE

The ideal candidate will be highly motivated to support the City's homelessness initiatives. This position will work on a range of policies, programs, partnerships, and projects that support the creation of the anti-camping ordinance. They will embrace the City's emphasis on excellent customer service; will have advanced experience with financial management - developing, implementing, and managing finance budgets and reporting systems, and be able to perform a wide range of finance functions pertaining to financial management of government and philanthropic grants and contracts; will possess excellent project management skills and ability to manage multiple tasks and priorities; will have strong analytical skills and will be able to synthesize and summarize complex information; will be a highly motivated and self-directed individual able to use initiative, creativity, and independent judgment; will possess strong interpersonal and communication skills; will be detail-oriented, but can also see the big picture; will have familiarity or experience in human services or related fields and 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. The Management Analyst will report directly to the Assistant City Manager or his/her designee.

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, Training & Experience

- Equivalent to a Bachelor's degree from an accredited college or university with major course work in public or business administration, housing, community development, urban planning or closely related field. A Master's degree is desirable.
- Three years of professional level programmatic, budgetary, special projects, or similar analytical and/or program management experience in a municipal or similar setting.
- Three years of professional level experience with management of government and philanthropic grants and contracts.

Licenses & Certificates

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

Ability to:

- Prepare, analyze and understand complex reports, problems and issues.
- Prepare, administer, and track budgets.
- Communicate clearly and concisely, both orally and in writing.
- Evaluate and develop procedures and policies.
- Prepare memos, staff reports, newsletter articles, and other written documentation.
- 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.

Knowledge of:

- Principles and practices of public administration as they relate to housing, homelessness, and human services programs.
- Methods and techniques of statistical and fiscal analysis and report writing.
- Basic knowledge of principles and practices of advanced business office management and administration.
- 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.

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment; sit at 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.

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 II #25A-50
City of Redwood City**

The supplemental questionnaire is a key component of your application and will be used to assist us in evaluating your qualifications, background, analytical ability and writing skills. While there is not a strict minimum or maximum word count, we encourage you to take your time to reflect on the prompts and submit thoughtful and complete answers. As a rough guide with regard to maximum answer length, we anticipate that candidates should be able to answer all four questions without going beyond a combined total of 1,250 words.

1. Please tell us how the sum of your education and professional experience make you an ideal candidate for this position.
2. Please describe in detail your experience coordinating and/or managing homeless services programs on behalf of a public agency. In your response, include the name of the agency, the length of your employment, and specific details of your responsibilities and accomplishments.
3. In your view, how can public agencies best support the unhoused while also addressing the impacts of homelessness on the broader community?
4. Please share an example of how you have successfully collaborated with community partners, service providers, or other government agencies to address homelessness. What strategies did you use to build alignment and achieve results?