

Foster City is a Great Place to Live, Work and Play!

SENIOR MANAGEMENT ANALYST



HISTORY

Incorporated in 1971 and named after real estate tycoon and visionary, T. Jack Foster, Foster City is a one-of-its-kind master planned community that rose out of the reclaimed marshlands of the San Francisco Bay. The original Master Plan envisioned a self-contained community with a variety of housing types, neighborhood shopping centers, waterfront lots and parks, and other commercial & industrial uses.

THE ORGANIZATION

Foster City is a General Law City and operates under the Council-Manager form of government. The five members of the City Council/EMID Board are elected to four-year terms. The City Manager is appointed by the City Council/EMID Board and serves as the chief executive of the municipal organization. Foster City is a full-service city with a total 2025-2026 budget of \$219.7 million. Projected staffing includes 181 FTEs.

MISSION

The mission of the City of Foster City is to deliver services, invest in quality infrastructure and implement policies that prioritize public safety, smart planning, a vibrant economy, fiscal stability, community connections, and a sustainable environment. In pursuit of this mission, we use community engagement and data to make decisions and measure progress based on economic, social, and environmental factors.



PUBLIC WORKS DEPARTMENT

The [Public Works Department](#) consists of seven divisions that manage the City's infrastructure. Operations systems and programs include streets (traffic signals, street lights, sweeping, signage, pavement markings and striping), lagoons, levees, buildings, water distribution, wastewater collection and the vehicle fleet. The Engineering Division manages the City's Capital Improvement Program (CIP) and reviews infrastructure improvements for private developments within the City.

THE POSITION

Under general direction, provides high-level analytical and strategic support for Public Works, focusing on the water program or the solid waste program, components of the Departmental budget, and comprehensive analytical support for the Department's divisions and operational processes. The Senior Management Analyst performs a variety of complex professional analytical work in support of department operations, programs, and projects including budget development, contract administration, project management, and/or program analysis; researches and analyzes operations, processes, and procedures and makes recommendations for improvements; provides highly responsible and complex staff assistance to executive management; and performs related work as required. The position will be responsible for regulatory reports and writing staff reports.

This is the advanced journey-level classification in the management analyst series responsible for performing the most difficult and responsible assignments, projects, analyses, and programs assigned requiring advanced knowledge of the concepts, practices, procedures, and policies of assigned department/programs.



IDEAL CANDIDATE

The ideal candidate will understand the principles and practices of program and project management, including planning, research, development, implementation, monitoring, and evaluation. The ideal candidate will have experience in some combination of water resource management, solid waste program management, or budget preparation, as they will work on either the water program or the solid waste program, and assist with budget development. Experience with utilities is a plus, but not required.

The candidate will have knowledge of the principles and practices of business and public administration, budget development, and contract administration. They will be process-oriented, detailed, and will need to be able to work independently. They will be self-motivated, demonstrate initiative, and actively seek opportunities for improvement. Flexibility and adaptability in the work environment are essential.

The candidate is someone that demonstrates excellent written and verbal communication skills and is comfortable with public speaking. They will exemplify exceptional techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff. They will also be approachable, willing to help others, and have the ability to work collaboratively in groups to foster effective teamwork.

Annual Compensation

\$ 139293.86

to

\$ 169312.42

EDUCATION & TRAINING

Any combination equivalent to experience and education that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way would be:

Education: Equivalent to a bachelor's degree from an accredited college or university with major coursework in public or business administration, accounting, finance, economics, or a related field and three years as a Management Analyst with the City of Foster City.

Experience: Three (3) years as a Management Analyst with the City of Foster City or equivalent or five (5) years of increasingly responsible professional experience in administrative work involving finance, budgets, contracts, or other related functions.

For knowledge, skills, and abilities, review the [Senior Management Analyst](#) job description.

BENEFITS

The City of Foster City provides a superior benefits program which includes:

Retirement Plan: Participation in CalPERS in the 2% @ 62 retirement plan for new members and 2.7% @ 55 for classic members.

Leaves: 13 paid holidays; sick leave (8.66 hrs/month); vacation leave based on years of service; administrative leave.

Deferred Compensation: Voluntary 401(a) that include employer matching, 457(b)/VEBA (tax deferred health benefit program).

Health Benefits: Flexible benefits program including health, dental, vision, and medical/dependent care reimbursement accounts.

Work Schedule: Optional 9/80 work schedule. Telework available.

Other: Long-term disability insurance; and life insurance.



SELECTION PROCESS

The most qualified candidates will be invited to continue in the selection process. The selection process may consist of one or more of the following components: application review, performance-based exam, written exam, and panel interview. A final interview will be scheduled to fill the current vacancy following the establishment of the employment list. This list will be in effect for at least one-year. Once a top candidate is identified, we will conduct reference checks. After a conditional job offer, applicants must successfully pass a pre-employment background check and other requirements as applicable.

TO APPLY

A City/District application and supplemental questionnaire are required for consideration. Please keep in mind the closing date. If the recruitment is continuous or open until filled, however, the recruitment may close at any time when enough qualified applications have been received. Applications may be submitted online at www.calopps.org

