



TOWN OF ATHERTON

**THE TOWN OF ATHERTON
INVITES APPLICATIONS
FOR:**

MANAGEMENT ANALYST I/II Public Works

SALARY

Management Analyst I
\$10,432.17 - \$12,167.57 Monthly

Management Analyst II
\$11,474.65 - \$13,383.78 Monthly

Open until filled

APPLICATION PROCESS

Apply online at
www.CalOpps.org
Member Agency:
Town of Atherton

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 Interviews will be scheduled as needed

ABOUT THE TOWN



The Town of Atherton is approximately five square miles. Located in San Francisco Peninsula in southern San Mateo. Atherton is a small, rural, and residential community, with no commercial or industrial land-use base. Atherton's population is 7,188, according to 2020 census data. There are approximately 5,024 registered voters and 2,500 households. The Town recently completed the largest capital project in Town history in building the new Town Center. The site includes the Administration, Community Development Department, Police Building, a new Library and renovation of the Historic Town Hall.

Become a part of a team of committed professionals in serving a wonderful community.

ABOUT THE POSITION

The Town of Atherton invites you to apply for the position of Management Analyst I/II within the Public Works Department. The position requires an individual to provide responsible professional, administrative and technical assistance in the development, administration and implementation of a wide variety of Town programs. The individual will provide highly responsible analytical staff assistance which will include, but not limited to, conducting specific and comprehensive analyses and make recommendations on a wide range of special projects and support of ongoing capital improvement projects or other public works priorities; and will be required to manage various projects in collaboration with other divisions/departments; and to assist in office management functions.

Typical duties include, but are not limited to:

- Provide highly responsible analytical staff assistance including conducting specific and comprehensive analyses of a wide range of policies involving organization, procedures, finance and services. Perform data analysis with recommendations related to projects, staffing, equipment, and facilities needs.
- Serves as a liaison to employees, public, and private organizations, community groups, and other organizations; provides information and assistance regarding assigned programs and services; analyzes, interprets, and explains departmental and programmatic policies and procedures to various stakeholders; receives, responds, and recommends corrective actions to problems, complaints, and questions; ; research requested information and determine appropriate resolutions; and manage, direct and coordinate special projects and programs as assigned.
- Prepares and submits City Council agenda reports and various other commission, committee and staff reports, resolutions, ordinances, correspondence regarding assigned activities; presents reports to the City Council and other boards, committees, and commissions.
- Conducts a variety of analytical and operational studies by selecting, adapting, and applying appropriate analytical, research, and statistical techniques; evaluates alternatives, makes preliminary and final recommendations, and assists with the implementation of procedural, administrative, and/or operational changes after approval; prepares comprehensive reports, identifies alternatives, and makes and justifies recommendations.



Oral Boards are being planned for in-person **ONLY**. The process may include a written exercise. 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.

BENEFITS

The successful candidate will enjoy the following benefits:

- Public Employees Retirement System (PERS)
- Opportunity to select from a variety of health plans that are administered by PERS including health insurance, health care and dependent care reimbursement
- Dental & Vision insurance
- Employee Assistance Program
- Vacation for less than 3 years of service equals 80 hours per year, accrual not to exceed 240 hours.
- Sick leave is accumulated at a rate of 3.69 hours per bi-weekly pay period with a 960 hour maximum cap.
- 11 Town holidays per year

- Participates in research, development, conversion, installation, and maintenance information technology projects for department-specific applications and systems.
- Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with Town specifications and service quality.
- Communicates orally, in writing, or through graphic representations and statistical summaries with colleagues, managers, employees, the public, organized employee groups, and representatives of various organizations.

THE IDEAL CANDIDATE

Will embrace the Town's emphasis on excellent customer service; will be detail-oriented and able to manage multiple tasks; will successfully perform work requiring critical thinking and be able to synthesize and summarize information; will use initiative and independent judgment; will be a team player who likes working with a variety of Town staff and the public.

In addition, the ideal candidate will possess general knowledge of municipal services, local government operations with a preference for experience in the public works, building or planning environment and have experience with data analysis, working across multiple departments, reviewing agreements and working with local diverse community groups. Candidate will report directly to the Public Works Director or designee.

SELECTION PROCESS

A Town application is required with a letter of interest and current resume. All applications will be reviewed for accuracy, completion, relevant education, experience, training, and other job-related qualifications.

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:

Bachelor's degree from an accredited college or university with major course work in public or business administration or closely related field is required.

- Management Analyst I: Two to Three years of progressively responsible administrative experience;
- Management Analyst II: Three to five years of professional level experience in public administration.



Knowledge of:

- Principles and practices of organization and change.
- Principles of learning, work teams, and process improvements.
- Principles and practices of advanced business office management and administration.
- Techniques and practices of effective supervision. Methods and techniques of performance measurement.
- Effective report writing and research techniques for complex work.
- Principles and practices of advanced project management and workflow analysis.

Ability to:

- Perform a wide variety of complex analytical duties with little to no supervision.
- Manage more complex or sensitive projects. Manage work teams effectively.
- Diagnose problems of a more complex nature.

The Town of Atherton 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*