



Midpeninsula Regional Open Space District - *JOB ANNOUNCEMENT*

Management Analyst II

Annual Pay Range: \$87,360 - \$109,102

plus full benefits and CalPERS pension

Application Deadline: April 21, 2019 at 5:00 pm

Are you a bright, motivated, and skilled Management Analyst professional who values the preservation of open space and public access to preserves? Midpeninsula Regional Open Space District is recruiting a highly qualified Management Analyst II to bring finance, purchasing, policy, project tracking and budget expertise to support Midpen's mission of open space preservation, natural resource protection, and ecologically-sensitive public access. This position will support Midpen's Land and Facilities Services Department by providing day-to-day finance, purchasing, policy, fleet management, project tracking and budgetary support. These critical functions comprise the working title "Support Services Analyst" in the Land and Facilities Services Department.

About the District: The District manages a regional greenbelt system in the Santa Cruz Mountain region comprised of over 63,000 acres of land in 26 open space preserves, protected for public enjoyment and recreation. The District is a growing organization with a focused mission that guides our work, and where every employee makes an impact. It's an exciting time to be part of the District's team! If you are looking for a challenging opportunity to contribute to the legacy of open space preservation and recreation, we invite you to apply for this position. To learn more about the District, visit our website, OpenSpace.org, and view our "[Working for Midpen](#)" video on our Jobs page.

About the Position: The ideal candidate has solid public sector finance, budget, policy, purchasing, project tracking, and asset management experience; possesses excellent judgment, curiosity, and proactive problem solving skills; and has the ability to successfully coordinate and accomplish professional-level administrative and program work. The successful candidate is detail-oriented, yet can see the broader perspective; has a proven ability to build positive and productive relationships; possesses excellent communication and interpersonal skills; and provides excellent customer service. Flexibility and the capacity to comfortably adapt to and manage change in an evolving workplace are a must.

This position provides administrative, budgetary, and work-flow support to the Land and Facilities Services Department projects and programs; analyzes programmatic practices and procedures and makes recommendations for organizational, operational, policy, and procedural improvements; conducts needs analyses, feasibility studies, and evaluations for assigned projects and programs; develops, summarizes, and maintains administrative and fiscal records, including tracking of departmental project status; fosters cooperative working relationships among District departments and acts as liaison with various community, public, and regulatory agencies. Coordinates and performs professional-level administrative and programmatic work in such areas as, purchasing, database management, contract administration, public information, and program evaluation. Plans, organizes, and reviews the work of contractors and assigned staff performing operational activities within the Land and Facilities Services Department including coordination of the procurement of capital equipment, maintenance of radio communication systems, and fleet management.

Work Environment: This is primarily a sedentary office classification. Must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Some fieldwork may be required, which involves the ability to walk for short distances over rough terrain, drive vehicles over unimproved roads, and stand for extended periods.

Education and Experience: *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 four-year college or university with major coursework in business administration, public administration or a related field, and three (3) years of professional analytical experience, or two (2) years of experience equivalent to Management Analyst I at the District. Public sector experience is preferred.

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

Benefits: Midpen provides a comprehensive [benefits](#) package including paid leave, insurance and CalPERS pension.

How to Apply: Apply online at CalOpps.org. *Application deadline is April 21, 2019 at 5:00 p.m.*

The CalOpps system will only accept fully completed applications submitted by 5:00 p.m. on April 21st. The District will not accept applications not fully completed by this deadline.

The following four (4) application items are required:

- (1) A fully completed CalOpps employment application
- (2) Cover Letter
- (3) Resume
- (4) Supplemental question responses.

Incomplete applications will not be considered for the position. Applicants with the most relevant experience and qualifications suitable for the position will be contacted for interviews.

Recruitment Timeline: *We recommend applicants be available for panel interviews on the following dates:*

First Interview: April 30, 2019

Second Interview/Written Exercise in person at our office in Los Altos (no exceptions): May 7, 2019

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!