

City of San Mateo

City Manager's Office



Position: Management Analyst I

Salary: \$48.91 per hour

Job Type: Per Diem; Part-time

Location: City Manager's Office – City Hall 330 W 20th Avenue, San Mateo, CA 94403

Hours: Flexible Schedule (Up to 30 hours/week)

Close Date: November 26, 2025

Per Diem Opportunity: Management Analyst I – City Manager's Office

The City Manager's Office is seeking a Management Analyst I for a per diem opportunity beginning as soon as possible. The position offers a flexible schedule. The expectation is this position will work 20-25 hours per week, but may go up to 30 hours per week on occasion, and will not exceed 960 hours total. The hourly rate is \$48.91.

Duties may include but are not limited to:

- Oversee and promote the City's volunteer program with an eye toward continuous improvement and program evolution.
- Provide direct support on special projects led by the Senior Management Analyst and/or Assistant City Manager.
- Coordinate ongoing management of select City public art installations.
- Represent the City Manager's Office on cross-departmental committees and teams, such as the Safety Committee and Diversity, Equity, and Inclusion Committee and act as a conduit for critical information.
- Assist with the organization and implementation of community engagement events.
- Conduct research and analysis and make recommendations on the formulation of policies, procedures, and best practices.
- May draft staff reports or slide decks for presentation to city commissions and/or City Council on various policy and program topics.
- Develop requests for proposals and assist in negotiation and execution of contracts with consultants and service providers.
- Participate in the development and installation of new or revised programs, systems, procedures, and methods of operation.
- Assist in the coordination of intradepartmental and departmental activities with other City departments and divisions, and outside agencies.

Minimum Qualifications:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying.

- One year of general administrative experience, preferably in local government.
- Equivalent to a Bachelor's Degree from an accredited college or university with major work in public or business administration or a closely related field.

HOW TO APPLY: This is a **part-time position** that offers limited benefits. Interested candidates should submit an online City of San Mateo employment application at www.calopps.org.

All applications will be reviewed in detail and the most qualified applicants will be invited to interview. The most successful applicants will be hired pending all necessary paperwork, DMV, and work history check. On the first day of employment individuals will be required to provide documentation for proof of authorization to work in the United States.

Should you have questions regarding this position, please contact Zack Reda at zreda@cityofsanmateo.org.

This is a great opportunity to gain valuable municipal experience while contributing to impactful initiatives.

The City of San Mateo is an Equal Opportunity Employer and does not discriminate on the basis of age, sex, religion, national origin, race, color, political affiliation, or disability.