

Midpeninsula Regional Open Space District - *JOB ANNOUNCEMENT*

Management Analyst II

Annual Pay Range: \$111,740 - \$139,549

plus full benefits and CalPERS pension

Anticipated salary increase in September 2025, pending board approval

Application Deadline: Sunday, August 31, 2025

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 support Midpen's mission of open space preservation, natural resource protection, and ecologically-sensitive public access. This position will support Midpen's Land Stewardship & Trails Department by providing day-to-day finance, purchasing, project tracking, budgetary support and will make recommendations for organizational policy and procedural improvements. In addition, this position will assess staff training needs, recommend appropriate training solutions to management, and track training attendance and completion. The start date for this position is early-November 2025.

About Midpen: Midpen helps plants, animals and people thrive throughout the greater Santa Cruz Mountains region by preserving a greenbelt of more than 70,000 acres of public open space with 250 miles of trails in 27 extraordinary preserves, permanently protected for natural resource conservation and ecologically sensitive public enjoyment and education. Midpen is a public agency with a focused mission that guides our work, and where every employee makes an impact. If you are looking for an outstanding opportunity to contribute to the legacy of open space protection, natural resource restoration and outdoor recreation, working with an incredible team of like-minded colleagues, we invite you to apply for this position!

About the Position: The Land Stewardship & Trails Department is Midpen's largest department with over 70 employees during construction season. As such, this position requires constant communication and alignment with team members and stakeholders. This position reports to the Land Stewardship & Trails Manager and has direct supervision over one Administrative Assistant. This position plays a key role in supporting the Land Stewardship & Trails Manager with strategic initiatives and day-to-day operations. The ideal candidate has solid public sector finance, budget, purchasing, project tracking, and asset management experience; possesses excellent judgment, curiosity, and proactive problem solving and time management skills; and can successfully manage many priorities at once while accomplishing 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 work in a complex and fast-paced environment are a must. The selected individual will also perform professional-level work in such areas as: budget & analysis, database management, staff training, and plays a key role in the procurement of capital equipment, supplies and services, and support of contract development and administration. For additional information, see the [Job Description](#) page on our website.

A Few Reasons Why You May Love This Job

- Collaborative work that directly supports Midpen's mission to protect and restore the natural environment and contributes to providing nature's benefits to everyone
- You'll be part of a talented and dynamic team of bright, energetic, and motivated professionals with a passion for the outdoors, trails, and preserving open space
- Excellent employee benefits, including medical, dental, vision, tuition reimbursement, and a retirement pension through California Public Employees Retirement System (CalPERS)

Work Environment: This full-time position is part of the Land Stewardship & Trails Department at Midpen's Administrative Office in Los Altos, California. Midpen offers a hybrid office/telecommute work schedule for this position following successful onboarding. A minimum of three days on-site in the office is required per week. 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.

Midpen reserves the right to limit or deny off-duty employment or business ownership which creates a conflict of interest or an incompatibility with District employment. Information can be found in the Personnel Policies and Procedures Manual [Section 4.13 Off-Duty Employment and Business Ownership](#).

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 equivalent to a Management Analyst I at the District. Public sector experience is preferred and previous supervisory experience is desirable.

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

Benefits: Midpen provides an excellent benefits package including health, life & disability insurance as well as CalPERS pension.

How to Apply: apply online at [CalOpps.org](https://calopps.org).

Application deadline is Sunday, August 31, 2025. Applicants with the most relevant experience and qualifications suitable for the position will be contacted for an interview.

The following application items are required to be considered:*

1. Fully completed CalOpps employment application
2. Cover letter
3. Resume
4. Supplemental question responses

**Incomplete CalOpps employment applications, or applications without the required application items listed here, will not be considered for the position.*

Interview Schedule (we are unable to accommodate individual schedules):

First Interview (virtual): Tuesday, September 16, 2025

Practical Exercise (virtual): Thursday, September 18, 2025

Second Interview (in person): Tuesday, September 23, 2025

A note to applicants who currently live outside of the San Francisco Bay Area: before committing to the application process, and if you haven't done so already, we suggest evaluating the feasibility of relocation. We recommend researching the cost of living in the San Francisco Bay Area, the cost to relocate, and typical commute times to Los Altos from outlying areas.

At Midpen, we believe open space is for all. Our public lands are shared spaces provided for the community by the community. All people, regardless of background, deserve respect, dignity, safety, and a sense of belonging. Midpen welcomes all people to enjoy the public open space preserves we hold in trust, supporting the mental, physical, and social well-being of our region.

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!