



City of Mountain View (CA)

Senior Management Analyst (Limited Period* - Purchasing and Contracts)

SALARY	\$4,569.33 - \$6,853.99 Biweekly \$9,900.22 - \$14,850.31 Monthly \$118,802.58 - \$178,203.74 Annually	LOCATION	Mountain View City Hall
JOB TYPE	Full-Time	JOB NUMBER	202400019
DEPARTMENT	Finance and Administrative Services Department	OPENING DATE	09/26/2024
CLOSING DATE	Continuous	FLSA	Exempt
BARGAINING UNIT	MISC		

What's the Role and What You'll Do

We're looking for a highly analytical, skilled, and talented professional to join the Purchasing and Support Services Division in the Finance and Administrative Services Department (FASD). The Senior Management Analyst will routinely perform analysis as it relates to reviewing, preparing, and administering contracts and procurements City-wide, while ensuring compliance with city policy, insurance, and financial terms. This vacancy will work primarily on purchasing agreements and contracts. If you are looking to utilize your analytical experience and abilities in a position where you have a direct impact on the operations of the department, this position is for you! Review our detailed job description [here](#).

The Essentials

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- Bachelor's degree from an accredited college or university with major course work in public administration, business, or a related field.
- Three years of increasingly responsible professional-level experience in such areas as procurement, or contract management and evaluation; complex financial and/or data analysis; policy development; and report-writing.
- Possession of, or ability to obtain, a valid California Driver License.

Bonus Points:

- A master's degree in public administration, business, law, or a related field is highly desirable.
- Experience in contracts management (preparing, reviewing, and negotiating contracts) and contractual risk evaluation.
- Experience with complex procurements and contracts including software.
- Experience at a public agency with procurement or contracts.
- Possession of a Certified Professional Contract Manager (CPCM), Certified Professional Public Buyer (CPPB), Juris Doctorate (JD), or equivalent.

What You'll Do

- Serve as an interdepartmental liaison for software procurements, contract preparation and review, and contractual risk analysis.
- Review and help prepare request for proposals, proposals, contracts, certificates of insurance, and similar documents.
- Prepare and manage complex solicitations, contracts, and related documents; prepare analysis and reports for program compliance.
- Perform detailed financial and nonfinancial analysis, research, and prepare written reports and correspondence.
- Conduct surveys and perform research and statistical analyses on administrative, fiscal, and operational issues; recommend and implement an effective course of action.
- Compile and analyze data to assess cost, operational feasibility, and other aspects of programs and special projects; prepare reports and make recommendations on the formulation of policy and procedure, often with City-wide impact.
- Develop procurement and contract training resources used to provide guidance to internal City staff; perform outreach to City departments and contractors.

Are We a Match?

- You are an innovative doer, who welcomes challenge, is resourceful, and works well both independently and with others.
- You are a detailed oriented individual who enjoys reviewing complex documents, has an eye for consistency, and can interpret complex legal language.
- You are a professional adept at quickly learning new tasks and who thrives in a team-oriented, results-driven, challenging, and fast-paced environment.
- You are an exceptional communicator (oral and written) with superior interpersonal skills.
- You find it extremely rewarding to work with numbers and perform extensive research and analysis.
- You are a multi-tasker who can juggle multiple priorities with proven project and time management skills.

Apply Now

Submit your application and resume online at [governmentjobs.com](https://www.governmentjobs.com) or to the Human Resources Department; City of Mountain View, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309. Please provide a valid email address on your application.

Application materials will be screened on a continuous basis with a first application review date of Wednesday, October 9, 2024 at 5:00 pm PST. Applications received prior to this date will be prioritized. Qualified candidates are encouraged to apply early as this recruitment may close at any time.

*This is a limited period assignment through June 30, 2025, with the potential for renewal on a year-to-year basis with City Council approval. This is an at-will position and, as such, employment may end at any time without notice and for any reason.

Fine Print. Candidates with a disability who may require special assistance in any phase of the application or testing process should advise the Human Resources Department upon submittal of application. Documentation of the need for accommodation must accompany the request. The City of Mountain View is an Equal Opportunity Employer (EOE). Prior to hire, candidates are required to successfully complete a pre-employment process, including employment verification and Department of Justice (DOJ) fingerprint check. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification or termination. NOTE: The provisions of this bulletin do not constitute an expressed or implied contract, and any provisions contained in this bulletin may be modified or revoked without notice.

#LI-KC1

Agency

City of Mountain View (CA)

Address

500 Castro Street

Mountain View, California, 94041

Website

<https://www.mountainview.gov/>