



ARE YOU READY TO EXPAND YOUR ANALYTICAL SKILLS?



MANAGEMENT ANALYST I/II PUBLIC WORKS

Salary: Analyst I - \$44.88 - \$54.55 Hourly
Analyst II - \$53.90 - \$65.52 Hourly
Plus an attractive benefits package
Hybrid work schedule

THE POSITION

The City of East Palo Alto is seeking an enthusiastic self-driven Management Analyst I/II. The incumbent will provide responsible analytical duties and complex staff support to the Public Works Department for the City. In addition to, overseeing, and participating in assigned administrative service areas, programs, and/or functions as assigned. The successful candidate may provide training to assigned staff in areas of expertise. The Management Analyst I/II participates in policy development and strategic planning; develops, summarizes, and maintains administrative and fiscal records coordinates assigned activities with other divisions, outside agencies, and the general public; and performs related duties, as assigned.

The department may hire at either the I or the II level depending on the skills, certifications, and qualifications held by the pool of qualified applicants.



QUALIFICATIONS

Education: Equivalent to a bachelor's degree in business, finance, public administration, accounting, or a closely related field.

Experience:

- **Management Analyst I:** One (1) year of experience performing duties related to budget analysis, management, and/or administration, preferably in a municipal or public agency setting.
- **Management Analyst II:** Three (3) years of experience performing duties related to budget analysis, management, and/or administration, preferably in a municipal or public agency setting.

License and Certifications: Possession of, or ability to obtain, a valid California Driver's License by the time of appointment and a satisfactory driving record.

APPLY NOW

To be considered for this exciting opportunity, candidates should apply through CalOpps.org.

Deadline to Apply: Monday, September 16, 2024, at 11:59 PM

Additional inquiries about the position may be directed to Danielle Oliveira from Muchmore Than Consulting, danielle@muchmorethanconsulting.org or (650) 853-3116.



SCAN ME