



City of Mountain View

Now accepting applications for:

SENIOR MANAGEMENT ANALYST – SOLID WASTE

The annual salary range is
\$114,233 to \$171,350

with a control point of \$142,791

*Pay beyond the control point may be
awarded for exceptional experience and
qualifications upon hire and/or for
meritorious performance while serving.*

Why Mountain View?

Because where you choose to work, matters. Because you want to surround yourself with passionate, mission-driven colleagues committed to providing excellent service to the community and each other. Because you want to apply your talents in a place where words like “wellness,” “empathy” and “innovation” are not merely nice sentiments, but are ideals we strive to achieve in everything we do.

“The City of Mountain View is a fast-paced and rewarding place to work. I am supported in my advancement and have ample opportunities to collaborate with a close-knit team while leading progressive solid waste management policies and programs.”

**-Jennifer Cutter, Former Senior
Management Analyst – Solid Waste**

What's the Role?

We're looking for a creative, motivated and resourceful professional with excellent communication skills to take on the role of Senior Management Analyst. This is an exciting opportunity for a talented professional to join a great organization and make valuable contributions in the Solid Waste Section of the Public Works Department. You will join a fast-paced, results-oriented and forward-thinking team environment, and will be responsible for developing, implementing and monitoring solid waste processing, waste reduction and recycling programs; contract development and administration; performing extensive and complex analyses for solid waste functions; and community outreach. This recruitment will establish a list to fill the current vacancy in Public Works as well as future vacancies in the Senior Management Analyst classification. You can review the detailed job description for Senior Management Analyst [here](#) on the City's website.

The Essentials

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

Bonus Points

- A master's degree in environmental sustainability, business or public administration.
- Professional analytical experience (such as collecting, processing, and presenting data) in recycling, solid waste or other public services.
- Professional experience in the development, implementation and administration of a private or public recycling and solid waste program.
- Knowledge of and experience with enforcing regulations, ordinances and laws affecting recycling and solid waste.

What You'll Do

- Implement recycling and waste reduction initiatives for the City's Zero Waste Plan.
- Manage the City's compliance with S.B. 1383 by working with Recology's Waste Zero Team to conduct outreach with non-compliant customers, perform inspections and enforcement, track procurement of organic waste products and office paper product requirements, and perform recordkeeping.
- Assist with daily management and oversight of the City's collection (Recology) and processing (SMaRT Station) contracts.
- Oversee data collection and analysis efforts of the section, including monthly review of hauler and processor reports, State disposal reports, and reviewing program results, effectiveness and costs.
- Enforce City regulations related to solid waste management.
- Write and present comprehensive, concise, and clear reports, memos, and public outreach materials.

Follow us on LinkedIn:



<https://www.linkedin.com/company/city-of-mountain-view/>



City of Mountain View

CULTURAL IDEALS:

- *Empower People*
- *Foster Collaboration*
- *Support Continuous Learning*
- *Enhance Our Community*
- *Champion Wellness*
- *Lead with Empathy*
- *Embrace Change & Innovation*

APPLY NOW!

Submit your application and resume online at calopps.org 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.

Applications will be screened on a continuous basis with a first review date of Friday, March 22, 2024 at 5:00 p.m. PST. This recruitment may close at any time. Depending on the number of applicants this process may be altered.

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.

Are We a Match?

- You have a thorough understanding of recycling and solid waste services.
- You are an innovative and resourceful doer who welcomes challenges and works well both independently and with others.
- You have superior research and analytical skills with the ability to prepare complex and sensitive technical and administrative contracts, reports, manuals and presentations.
- You are adept at learning new tasks and thrive in a team-oriented, results-driven, challenging and fast-paced environment.
- You have superb managerial, customer service, analytical, interpersonal and communication skills.
- You are a multi-tasker with proven project and time management skills.

The Perks!

- **Comprehensive Benefits:**
 - Generous paid leave and group health coverage (medical, dental, vision, EAP, Life and Disability Insurance).
 - CalPERS Retirement: 2.7% at 55 years of age for classic members and 2% at 62 for new members; employee contribution to CalPERS is 11.5% for classic members and 10.5% for new members with no Social Security deduction.
 - Following an initial training period for new employees and department head approval, the ability to work a 9/80 schedule.
 - Paid Parental Leave Program with up to 8 weeks paid leave.
 - Management leave of 80 hours per fiscal year; paid out at end of fiscal year if not used.
- **Support for Continuous Learning & Development:**
 - Up to \$2,000 in tuition reimbursement for education advancement annually, with a one-time opportunity for up to \$20,000 for the completion of a work-related Bachelor's or Master's degree.
 - Professional/Technology Development Funds (\$1,000 annually).
- **Wellness and Engagement Culture:**
 - Access to an onsite employee gym.
 - Incentive pay for participating in the City's wellness program.
 - Up to \$100/month City contribution for mass transit expenses, with \$10/month minimum employee contribution; discounts for carpools and ride-shares; a bicycle commute incentive.
 - Ongoing commitment to robust internal communication and feedback.
- **And More:**
 - Employee appreciation days and activities.

Fine Print. Depending on the number of applications, the above process may be altered. 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 will be required to successfully complete a preemployment process, including employment verification and a 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.