



City of Mountain View (CA) Analyst I/II

SALARY	\$3,983.87 - \$5,949.67 Biweekly \$8,631.72 - \$12,890.95 Monthly \$103,580.62 - \$154,691.42 Annually	LOCATION	Municipal Operations
JOB TYPE	Full-Time	JOB NUMBER	202400028
DEPARTMENT	Public Works Department	DIVISION	Transportation and Policy
OPENING DATE	11/06/2024	CLOSING DATE	11/29/2024 5:00 PM Pacific
FLSA	Non-Exempt	BARGAINING UNIT	TBD
MAX NUMBER OF APPLICANTS	125		

What's the Role and What You'll Do

We're looking for a creative, motivated and resourceful professional with excellent communication skills to take on the role of Analyst I/II. 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 assisting with developing, implementing and monitoring solid waste processing, waste reduction and recycling programs; contract development and administration; analyses for solid waste functions; and community outreach. You can review the detailed job description for Analyst I/II [here](#) on the City's website.

- Assist in the development of recycling and waste reduction programs and pilots.
- Assist with special projects such as the Municipal Operations Waste Reduction Plan for City facilities.
- Perform data collection and analysis, including monthly review of hauler and processor reports, monitoring of State disposal reports, and review of program results, effectiveness, and costs.
- Write and present comprehensive, concise, and clear reports, memos, and other communications.
- Develop public outreach materials (in conjunction with county-wide programs) and manage public messaging.
- Enforce City regulations related to solid waste management.
- Represent the City on subcommittees for county-wide programs such as Public Education, Household Hazardous Waste, Zero Waste, and Operations.

The Essentials

Analyst I

No experience required. Graduation from an accredited college or university with a bachelor's degree in public or business administration or a related field. or Associate of arts degree and two years of full-time experience at the Administrative Aide level with the City of Mountain View.

Analyst II

Two years of full-time analytical experience equivalent to the position of Analyst I with the City of Mountain View. Graduation from an accredited college or university with a bachelor's degree in public administration, business administration, economics, or a closely related field.

Bonus Points

- Prior 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.

Are We a Match?

- You have experience with 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 strong research and analytical skills.
- You are adept at learning new tasks and thrive in a team-oriented, results-driven, challenging and fast-paced environment.
- You have excellent customer service, analytical, interpersonal and communication skills.
- You are a multi-tasker with proven project and time management skills.

Apply Now

Submit your application and resume online at 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. This recruitment will close on **Friday, November 29, 2024, at 5:00 pm PST.**

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) and Federal Bureau of Investigation (FBI) 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.

Agency

City of Mountain View (CA)

Address

500 Castro Street

Mountain View, California, 94041

Website

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