

Employment Opportunity

Management Analyst I

\$ 50,990 - \$ 76,485 per year plus benefits

San Bernardino Associated Governments, known as SANBAG, is the council of governments and transportation planning agency for San Bernardino County. SANBAG is responsible for cooperative regional planning and furthering an efficient multi-modal transportation system countywide. SANBAG serves the 2.1 million residents of San Bernardino County.

As the County Transportation Commission, SANBAG supports freeway construction projects, regional and local road improvements, train and bus transportation, railroad crossings, call boxes, ridesharing, congestion management efforts and long-term planning studies. SANBAG administers Measure I, the half-cent transportation sales tax approved by county voters in 1989.

JOB SUMMARY

Under general supervision, provides technical and analytical support to the Council of Governments activities of SANBAG. Monitors and analyzes contract performance of consultants and conducts research on proposed programs to assist in the decision making process. Develops relationships with other local governments to inform and collaborate on Council of Government activities.

ESSENTIAL FUNCTIONS

This list is illustrative only and is not a comprehensive list of all functions and duties performed by employees in this position. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to the following:

- Assists in the development of goals, objectives, policies and procedures.
- Investigates, interprets, analyzes and prepares recommendations in relation to proposals for new programs, grants and/or services.
- Analyzes, interprets and explains SANBAG policies and procedures; confers with members of the public to explain procedures and policies.
- Coordinates, implements, and monitors special projects within assigned area of responsibility.
- Performs complex research and analysis of new programs, services, policies, and procedures; prepares and presents reports; conducts research and analyzes statistical and other data.
- Makes recommendations on administrative and operational problems, policies and procedures.
- Coordinates and collaborates with departments, divisions and outside agencies.
- Attends, participates and represents SANBAG at interdepartmental, interagency and professional meetings.
- Stays abreast of new developments within assigned area of responsibility.
- Maintains awareness of federal, state and local regulations; analyzes federal, state, and local legislative proposals for impact on assigned operations.
- Plans, coordinates and evaluates activities associated with assigned contracts.
- Participates in research and evaluation of proposed contractual obligations, programs and agreements.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Working knowledge of principles and practices of organization and public administration; research

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techniques, sources and availability of information, and methods of report presentation; applicable federal, state and local laws, rules and regulations pertaining to area of assignment; administrative principles and methods, including goal setting, program and budget development, work planning and organization; principles, methods and practices of municipal finance and budgeting. In addition, working knowledge specific to the area of assignment is required.

Skill in:

Knowledge of computer applications related to the work, including word processing, database, and spreadsheet applications; English usage, grammar, spelling, vocabulary, and punctuation; techniques for providing a high level of customer service to staff, member agencies and the public in person and over the telephone. Ability to perform work related to area of assignment; analyze administrative problems, evaluate alternatives, and make creative recommendations; communicate effectively, both orally and in writing; assume control of a project and make sound recommendations; properly interpret and make decisions in accordance with laws, regulations and policies; prepare and write complete and accurate reports; review and analyze a variety of organizational and administrative problems and make sound policy and procedural recommendations; analyze, interpret and provide assistance regarding pending legislation; represent the department effectively in meetings, including making presentations; establish and maintain cooperative working relations with a variety of citizens, public and private organizations and businesses, commissions/ committees, and City staff; organize own work, set priorities, and meet critical time deadlines; operate modern office equipment including computer equipment and specialized software applications programs; use English effectively to communicate in person, over the telephone, and in writing; use tact, initiative, and prudence within general policy, procedural, and legal guidelines; establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and/or Experience:

Equivalent to graduation from an accredited four-year college or university with major coursework in business or public administration, urban planning, environmental science, government, legal, or political sciences, finance or a closely related field and one (1) year of analytical or administrative experience.

Licenses and Certifications:

Possession of or ability to obtain a California driver's license and proof of automobile liability insurance may be required.

Physical Demands:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

APPLICATION PROCEDURE

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Applications will be accepted until **Friday, November 18, 2016 at 4:00 p.m.** or until the position is filled. Applications may be mailed or delivered in person. Call 909-884-8276 for application and requirements or visit our web site at www.sanbag.ca.gov.

Complete the SANBAG application form. Provide a one-page written summary of your experience in the workplace and/or education relative to this position, describing work performed and the frequency. The information provided will be used to verify and evaluate the applicant's qualifications. Failure to complete the application and clearly demonstrate fulfillment of the minimum requirements will result in disqualification of the applicant. Resumes in lieu of an application and/or faxed applications will not be accepted. The successful applicant will be required to take a pre-employment drug test.

Forward Application to: San Bernardino Associated Governments
Attn: Management Services
1170 W. 3rd Street, 2nd Floor
San Bernardino, CA 92410-1715

Visit SANBAG at www.sanbag.ca.gov.