



THE CITY OF REDWOOD CITY  
INVITES APPLICATIONS FOR:

## MANAGEMENT ANALYST I/II

#22A-33

### SALARY

**Management Analyst I**

\$114,618- \$137,499 / Annually

**Management Analyst II**

\$126,080 - \$151,253 Annually

*COLA salary increases approved for  
additional 3% in October of 2022 & 2023*

*Hybrid schedule - 3 days in office and 2  
days working remotely.*

***Interested in joining the  
Redwood City team?***

**Submit your application via  
[www.CalOpps.org](http://www.CalOpps.org) by June 22, 2022 to  
be considered in the first application  
review cycle and virtual oral board  
process tentatively scheduled for  
June 29-30, 2022.**

Starting on June 23, 2022, applications  
will be accepted on a continuous basis.

Candidates with a disability, which may  
require special assistance in any phase  
of the application or selection process,  
should advise the Human Resources  
Division upon submittal of application.

All applications including supplemental  
questionnaires will be reviewed for  
completion, relevant education,  
experience, training and other job related  
qualifications. Those who best meet the  
stated qualifications and requirements  
for the position will be invited to  
participate in the selection process. The  
specifics of the selection process will be  
communicated to those selected  
candidates.



### WHY JOIN THE REDWOOD CITY TEAM?

We offer a wide range of meaningful career opportunities with potential for growth, training and development, competitive salaries, flexible work schedules, paid time off, and robust benefits. The Redwood City team is guided by the [core values](#) of **excellence, integrity, service and creativity**. Inherent in these values is a great organizational culture based on trust, strong and supportive leadership, respect, risk-taking, empowerment, and effective communication. The community is known for its inclusivity, strong engaged neighborhoods, and civic pride. The City works diligently to maintain positive and productive relationships with community partners, together providing outstanding services, programs and opportunities for residents and businesses. This mix of tradition and progress, community and diversity, makes Redwood City an extraordinary place to work and call home. If you're looking to grow your career as a part of a hard-working and fun Housing Division team that fosters innovation, creativity and collaboration, we hope you'll apply.

### ABOUT THE POSITION

The City of Redwood City, City Manager's Office, Housing Division invites you to apply for the position of Management Analyst I/II. This is an excellent opportunity for a motivated professional to provide highly responsible staff assistance in helping the Housing Division meet its goal of fostering a range of housing options affordable to all income levels through policies, programs, partnerships, and projects that support the creation and preservation of affordable housing for Redwood City's residents. The position allows for hybrid work schedules (3 days in office and 2 days working remotely). The Management Analyst I/II may serve as department liaison to various committees and associations and may periodically attend evening meetings.

Typical duties include, but are not limited to:

- Assist with the oversight of affordable housing production and preservation programs including reviewing development proposals, analyzing financial proformas, developing agreements, maintaining records, and collaborating with internal and external partners;
- Administration of the City's Below Market Rate (BMR) housing portfolio including compliance monitoring, processing resales and refinances, and developing working relationships with developers, realtors, title companies, lenders, non-profits, and other stakeholders;
- Implementation of the City's Anti-Displacement Strategy including tenant-landlord policy development, in-depth project management, and community engagement;
- Develop and implement processes and procedures for managing a variety of affordable housing funding sources including tracking funds and identifying new resources/opportunities;
- Prepare Requests for Proposals (RFPs) and Notice of Funding Availability (NOFAs);
- Educate and engage with the public and community stakeholders on housing programs and policies; and
- Conduct research and analysis on best practices in the field of housing policies and programs, as well as State and Federal housing legislation.

For a complete listing, click [Job Specifications](#) or go to:

<https://www.redwoodcity.org/home/showpublisheddocument/474/635780000449570000>



**The Successful candidate will enjoy the Following benefits:**

- **Public Employees Retirement System:** (PERS) 2%@60 for current members, 2%@62 for new members
- **Health Insurance:** The City pays 90% of premium, up to \$1,871/Mo.
- **Dental & Vision insurance:** 90% premium paid by the City.
- **Employee Assistance Program**
- **Vacation:** 10-25 days per year
- **Sick leave:** of 12 days per year
- **Holidays:** 15 paid days per year
- **Fitness center:** access at City facilities
- **Education, Technology & Wellness** Reimbursement program.
- **Commuter program** available (6-minute walk from Caltrain)

**Employee Safety amidst COVID-19**

The City presently provides unlimited COVID testing for employees and their family members. City Hall has top of the line, recently updated air filtration and sanitation systems. Executive leadership is responsive to changing public health guidance and values employee safety (e.g. with Omicron surging in January & February 2022, City Hall was closed to the public and employees worked remotely). The City typically follows San Mateo County guidance regarding masking and other public health measures.

**CITY VALUES** - Our Core Purpose:  
Build a Great Community Together

**The values that guide us are:**

- **EXCELLENCE:** Passion to do our best in each moment.
- **INTEGRITY:** Do the right thing, not the easy thing.
- **SERVICE:** We care and it makes a difference.
- **CREATIVITY:** Freedom to imagine and courage to act.

**THE IDEAL CANDIDATE**

The ideal candidate will possess general knowledge of affordable housing and housing policy and have experience with financial analysis, working across multiple departments, reviewing legal agreements and working with diverse community groups. In addition, the ideal candidate will possess excellent project management skills, ability to manage multiple tasks and priorities; strong analytical skills and will be able to synthesize and summarize complex information; will be a highly motivated and self-directed individual able to use initiative and independent judgment; will possess strong interpersonal and communication skills, including clear and excellent writing and presentation skills; will be detail-oriented, but can also see the big picture; will possess strong business acumen and related technical skills; will be a team player who likes working with a variety of City staff and the public. Candidate will report directly to the Housing Leadership Manager.

**MINIMUM QUALIFICATIONS**

*Any combination of experience and training that would likely provide the required knowledge and abilities are qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education, Training & Experience**

- Equivalent to a Bachelor's degree from an accredited college or university with major course work in public or business administration, housing, community development, urban planning or closely related field. A Master's degree is desirable.
- Management Analyst I: Two to Three years of progressively responsible administrative experience;
- Management Analyst II: Three years of professional experience in public administration similar to a Management Analyst I.
- Ability to speak Spanish is desirable.

**Licenses & Certificates**

A valid California Driver's License and proof of automobile liability insurance may be required.

**Ability to:**

- Prepare, analyze and understand complex reports, problems and issues.
- Prepare, administer and track budgets.
- Evaluate and develop procedures and policies.
- Prepare memos, staff reports, newsletter articles, and other written documentation.
- Effectively administer assigned programmatic responsibilities.
- Manage various contracts.
- Manage meetings effectively.
- Establish and maintain positive working relationships and demonstrate customer service orientation with peers and members of the public.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Operate a personal computer with proficiency to produce complex professional reports, charts, and spreadsheets; utilize financial systems software.
- Communicate clearly and concisely, both orally and in writing and make presentations to staff and members of the public.



**Knowledge of:**

- Principles and practices of public administration.
- Methods and techniques of statistical and fiscal analysis and report writing.
- Basic knowledge of principles and practices of advanced business office management and administration.
- Principles and practices of good customer service.
- Methods and techniques of project management.
- Principles and practices of good team building and team leadership.
- Techniques and principles of effective interpersonal communication.
- Pertinent local, state and federal laws, City functions, policies, rules and regulations.

**Special Requirement**

**Ability to:**

- Work in a standard office environment.
- Sit at a desk for long periods of time.
- Intermittently bend and twist to reach office equipment surrounding desk.
- Perform simple grasping and fine manipulation.
- Use telephone and write or use a keyboard to communicate through written means.
- Lift or carry weight of 10 pounds or less.

**[The City of Redwood City is proud to be an Equal Opportunity Employer!](#)**

*The Immigration Act of 1986 requires proof of identity and eligibility for employment at date of hire.  
Any provisions contained in this bulletin may be modified or revoked without notice.*

---

**Supplemental Questionnaire  
Management Analyst I/II #22A-33  
City of Redwood City**

---

The supplemental questionnaire is a key component of your application and will be used to assist us in evaluating your qualifications, background, analytical ability and writing skills. While there is not a strict minimum or maximum word count, we encourage you to take your time to reflect on the prompts and submit thoughtful and complete answers. As a rough guide with regard to maximum answer length, we anticipate that candidates should be able to answer all three questions without going beyond a combined total of 1,000 words.

1. Please describe your professional experience managing multiple projects at the same time. What is the most complicated project you have managed? How did you handle the complications related to the project and what was the outcome?
2. Briefly describe your strengths and how will they enhance your performance as a Management Analyst in the City's Housing Division?
3. This position allows for a hybrid work schedule, working three days in the office and the option to work two days remotely. Additionally, the position may periodically attend in-person and virtual evening meetings. If selected for this position, are you able to follow this work schedule?