



City of
CERES Together We Achieve



ADMINISTRATIVE ANALYST

Engineering/Public Works

\$4,915—\$5,973 (monthly)

PLUS EXCELLENT BENEFITS

This analytical opportunity will employ your program management and analysis skills to oversee and maintain the City's solid waste, recycling programs and transit system as well as other areas of responsibility as needed including Water. The ideal candidate is consistent, well organized, mathematically inclined, and has working/relevant knowledge of municipal Public Works/Engineering programs and processes.

Responsibilities may include:

- Administer and coordinate assigned functions or projects, including priorities and procedures.
- Analyze proposed capital, operating and maintenance expenditures.
- Prepare reports and analyses related to budget and financial forecasts; track and monitor expenditures
- Develop and implement goals, objectives and processes for assigned programs or functions.
- Coordinate and collaborate with departments, divisions and outside agencies.
- Plan, coordinate and evaluate activities associated with assigned contracts.

Requirements:

- Possess a Bachelor's degree in business or public admin, environmental science, engineering or related field.
- Four years of increasingly responsible administrative, analytical and/or budgetary experience.
- Possession of a valid California Driver License.

Application Screening to Begin: 12/17/2020

Applicants must submit a completed online City job application and supplemental questions by the filing deadline. To apply and view [complete job and benefits information](https://www.calopps.org/city-of-ceres), please visit <https://www.calopps.org/city-of-ceres>. If you are unable to submit your application materials online you may contact (209) 538-5747. AA/EOE. The City of Ceres is an equal opportunity employer and prohibits harassment and discrimination in employment (EEO). If you have questions or need special accommodations with the recruitment process, in advance please contact: Aaron Slater at (209) 538-5747 or Shirley.Ventura@ci.ceres.ca.us
