



Career Opportunity

Community. Culture. Climate.

Senior Management Analyst

Annual Salary: \$109,122 - \$133,510

Apply by: May 27, 2022



About West County Wastewater

WCW is an award-winning wastewater treatment and resource recovery agency that collects and treats wastewater for reuse. We are committed to protecting public health, our community and the environment. West County Wastewater's administrative office and Water Quality & Resource Recovery Plant are located in beautiful Richmond, California where we serve west Contra Costa County.

The district has approximately 34,000 residences and 2,450 commercial and industrial businesses, with a total population of nearly 100,000. Founded in 1921, today we are transforming our organization and shaping the future of the regional wastewater industry with a team that is dedicated to innovation, progress, collaboration, service and ecofriendly practices. Additionally, we are deeply committed to our community and inspired by the diversity of our employees and the integrity and commitment they bring to our community and to each other every day



ideas and approaches are encourage and every person is valued.

This year, West County Wastewater (WCW) is celebrating our 100-year anniversary, and also celebrating our innovative leadership style where we have reimagined our work culture. WCW is committed to maintaining a diverse, equitable and inclusive working environment where new

About the Position

WCW is seeking a hard-working, creative thinkers to fill the role of Senior Management Analyst. We are seeking to fill two Senior Management Analyst vacancies. The first is in WCW's Infrastructure & Planning Department and the other position is in WCW's Administrative Services Department. We are looking for a level-headed, resourceful, team player with good instincts and problem-solving skills. Both positions require candidates to be strong project managers with great data research and analysis skills, experience in report writing, and ability to oversee the work of consultants.

What you will typically be responsible for if assigned to:

Administrative Services Department: Overseeing the IT division, including management of the Managed IT Services contract, purchasing IT-related equipment and coordinating with other divisions to assist with software procurement and implementation. This position will also manage the facilities-related contracts, including janitorial and landscape services. May have oversight of other areas within the Administrative Services department.

Infrastructure and Planning Department: Overseeing the Infrastructure and Planning departments initiatives as it relates to programs and projects, including management of the department's budget, contracts, grants, procurement, collecting RFP/RFQ's and analyzing proposals, researching and creating SOP's, assists with Customer Facing functions and provide user training and system management for programs, such as, procurement, project management and CMMS software. May have oversight of other areas within the Infrastructure and Planning department.

The Ideal Candidate

The ideal candidate is someone who takes the initiative and finds solutions to problems. Someone who can understand the organization's big picture and effectively manage various contract services.

We are looking for someone who:

- Likes to set direction;
- Strong leadership skills;
- Understands the importance of a Special District, but it's not required to have experience in local government or special districts;
- Has excellent customer service skills;
- Experienced in project management principles;
- Possesses the know-how to find the best value of a product or service and can quickly understand and connect all of the needs of the various divisions and departments.



Interested applicants are encouraged to read the complete job description online at <https://www.governmentjobs.com/careers/wc wd>



MINIMUM QUALIFICATIONS

- **Education:** Any combination of course work and training, which would provide an opportunity to acquire the knowledge and abilities listed. Typically, four years of academic course work in public administration, business administration, management, statistical and mathematical research and analysis, accounting, economics, English composition, including general education in business composition, political science, psychology, human and organizational behavior, or closely related course would provide such skills.
- **Experience:** Work experience, which would provide and opportunity to acquire the knowledge and abilities listed. Typically, four years experience related to general administration, accounting or budgetary analysis, research and statistics, the development of forecasting and trending models, and administration including the preparation of written reports and recommendations, and some leadership experience would provide such skills.
- **License:** Possession of a valid California Class C driver's license and insurability under the District's driving program must always be maintained.

COMPENSATION AND BENEFITS

Salary: \$109,122 - \$133,510 Annually

Essential Duties

The Senior Management Analyst will oversee the management of business and technical operations and coordinate with other divisions and departments to assist with the procurement and implementation of products and services.

You may be the ideal candidate if you:

- ♦ Love contract management
- ♦ Like to try new things
- ♦ Relish the opportunity to think outside the box and experiment
- ♦ Work well in a mindfulness, equitable, and inclusive work culture
- ♦ A hard worker ready to hit the ground running!



SELECTION PROCESS

Applicants interested in the Senior Management Analyst position should apply at <https://www.governmentjobs.com/careers/wc wd>

The recruitment requires a cover letter and resume with the application. Each candidate's background will be evaluated based on information submitted at the time of application.

Qualified candidates will be invited to participate in the next phase of the selection process, which will consist of any or all of the following: oral interview, performance and/or written exercise.

TENTATIVE TEST DATES:

Oral Board Interview: June 7, 2022

Internal Interview: June 16, 2022

Hiring Interview: June 23, 2022

WCW is not responsible for failure of internet forms or email transmission in submitting applications. Candidates who may require special assistance in any phase of the application process should advise Human Resources at hr@wc wd.org

The final filing date for this recruitment is Monday, May 27, 2022.



WCW is an Equal Opportunity Employer