



A Public Agency

Job Announcement

Management Analyst II or III

Annual Salary Range: \$112,196 to \$140,245

Open Until Filled

Reporting to the Senior Finance Manager, the primary responsibilities of the Management Analyst II or III include: managing public procurement processes for capital projects and technical services; managing franchised trash, recycling, and organics hauler's contract/program compliance and performance; analyzing contracted materials processors' contract compliance and performance; providing technical support during annual review process for adjusting compensation of operations-related contractors; documenting SBWMA compliance with legislative and regulatory mandates; assisting staff with special projects to improve financial performance and achieve compliance.

Principal Responsibilities

1. Public Procurement

- Manage public procurement processes for capital projects, technical consulting and administrative services.
- Assist with the identification, evaluation, preparation, and oversight of operations-related grants.

2. Contract Compliance

- Track and analyze franchised hauler's, processing facility operator's, and disposal site's contract compliance and performance, including detailed review of invoices and reports.
- Provide technical support during annual review process for adjusting compensation of operations-related contractors.

3. Facility and Operations Improvement Projects

- Assist senior management in the preparation of long-range financial, programmatic and operational plans, including conducting research, analyzing data, evaluating options, and making recommendations.
- Assist with the planning, implementation, and oversight of collection and processing pilot projects, with focus on improving operational financial performance and achieving compliance.
- Manage and support various special projects to meet Board-directed environmental goals. Examples of tasks: data gathering and analysis, technical and financial analysis, procurement, market analysis, and third-party materials processor or energy supplier contract negotiation support.

4. Regulatory Compliance

- Document regulatory compliance, notably regarding source reduction, recycling, composting, disposal, litter reduction, and greenhouse gas reduction.
- Assist Engineering and Operations Managers with obtaining permits, variances, and regulatory approval necessary for operations.

5. Internal Management Analysis

- Research, analyze, update, and track adherence to internal financial procedures, personnel policies, and benefits plans.
- Other duties as assigned by the Senior Finance Manager.

Distinguishing Characteristics

This position requires strong analytical, organizational, and communication skills and experience, with a documented track record of success. An abiding commitment to the SBWMA's stakeholders, backed by a client and customer service mentality, is also required. The position requires extensive interaction with local governments (elected officials, member agency staff), outside contractors, and internal staff, with periodic interaction with the public.

Employment Standards

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

- **Education:**
 - A Bachelor's degree from an accredited college or university in accounting, finance, economics, business, mathematics, science, environmental studies, public policy, engineering, or related field.
 - An advanced degree in a relevant field is preferred.
- **Knowledge and Skills:**
 - Capital, operating, and project budget management and analysis.
 - Public procurement and contracting processes.
 - Customer service principles and techniques.
 - How to effectively represent a professional entity in meetings with the public, government agencies, and industry groups.
 - Conducting research, analyzing quantitative data, evaluating alternatives, and making recommendations, in written and oral reports.
 - Preference for professional knowledge and skills in one or more of the following fields: source reduction, recycling, composting, waste management, energy distribution or conservation, and green building.
- **Experience:**
 - At least 6 years of professional experience in one or more of the following areas: source reduction, recycling, composting, waste management, public works, utilities, energy, capital projects, construction management, green building, logistics, industrial operations, or other relevant fields.
 - Preparation of spreadsheets and detailed quantitative analysis of operations, projects or programs.
 - Public procurement process management.
 - Budget development and administration.
- **Additional Requirements:**
 - Ability to travel within RethinkWaste's service area, with occasional travel outside of the service area.
 - California driver's license and satisfactory driving record.
 - Ability to participate in person at occasional evening meetings, as needed.

Excellent Benefits

RethinkWaste offers a generous, competitive, and comprehensive benefits package that includes:

- Medical, Dental and Vision insurance;
- Employer- and Employee-Funded Retirement plans;
- Insurance plan options for Life, AD&D, and Long-term Disability;
- Vacation, Sick and Holiday time.

HOW TO APPLY

Please send your cover letter, resume, and three writing samples that accurately depict your qualifications for Agency consideration to the following:

Attention: **Mr. John Mangini, Senior Finance Manager** (rethinker@rethinkwaste.org)
South Bayside Waste Management Authority (RethinkWaste)
610 Elm Street, Suite 202
San Carlos, CA 94070

Finalists will be invited to a panel interview. Interviews are anticipated to be held in early January 2022 likely via video conferencing.

About RethinkWaste

RethinkWaste (also known as the South Bayside Waste Management Authority/SBWMA) is a joint powers authority of eleven public agencies (Belmont, Burlingame, East Palo Alto, Foster City, Hillsborough, Menlo Park, Redwood City, San Carlos, San Mateo, the County of San Mateo, and the West Bay Sanitary District) in San Mateo County. RethinkWaste serves approximately 428,000 residents and 11,000 businesses. RethinkWaste receives all the recyclables, organic materials, and solid waste collected in the RethinkWaste service area, provides waste reduction and recycling education and outreach, and is involved in various cutting-edge environmental policy initiatives. For more information, see www.RethinkWaste.org.

RethinkWaste is an equal opportunity employer. We deeply value the diversity of our member agencies, which include a broad range of cultural heritages, socioeconomic backgrounds, genders, abilities, and orientations. Agency staff represents the community we serve and encourage candidates from varied backgrounds to apply.

Thank you for considering joining the RethinkWaste team!