



City of San Leandro - Administrative Analyst II

The City of San Leandro, CA is seeking an experienced Administrative Analyst II to work in the Community Development Department. The ideal candidate will have a breadth of knowledge and experience in public policy administration and project management as it relates to planning, economic development, code enforcement, and/or affordable housing. S/he will have experience developing and managing a budget, supervising staff, and the ability to analyze complex information and provide recommendations. The Administrative Analyst II must be committed to communicating effectively and cultivating successful working relationships with others including members of the public, City officials, and staff at all levels.

Education and Experience Guidelines: Any combination equivalent to experience and education that would most likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a closely-related field (e.g., urban planning, economic development) and three years of professional, analytical experience with responsibility for multiple complex programs or content areas.

To view the entire job bulletin and to apply for this exciting opportunity, please visit the City's website at

http://www.sanleandro.org/depts/hr/employment_opportunities/currempopps.asp.

Salary Range: \$8,112.00 - \$9,861.00/month

Application Filing Deadline: August 8, 2018 at 5:00 p.m.

EOE