



MANAGEMENT ANALYST II -

MANAGEMENT SERVICES/FACILITIES

San Bernardino County Transportation Authority

San Bernardino, California

Salary: \$66,199.00 - \$99,298.00 annually.

Under general supervision, performs analytical, administrative and management duties and responsibilities related to facility/property management. Assignments may also include support, training, and analysis in the areas of human resources and information technology. In addition, provides analytical and project support for miscellaneous SBCTA tasks and functions as assigned.

SUPERVISION RECEIVED AND EXERCISED: Receives general supervision from the Director of Management Services. May exercise functional or direct supervision over assigned staff/consultants.

CLASS CHARACTERISTICS: This is the full journey level class in the Management Analyst series. A Management Analyst II works under limited supervision and is expected to perform the full range of analytical work requiring complete knowledge of administrative principles and analytical practices. Positions at this level are distinguished from the Management Analyst I level by the duties and programs assigned as well as performance of the duties assigned, working independently, applying well developed analytical knowledge and exercising independent judgment and initiative.

EDUCATION and/or EXPERIENCE: *Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from an accredited four-year college or university with major coursework in business or public administration or a closely related field.

At least three (3) years of progressively responsible analytical or administrative experience in a field closely related to the area of assignment or two (2) years of experience equivalent to Management Analyst I at SBCTA.

Licenses and Certifications: Possession of or ability to obtain a California driver's license and proof of automobile liability insurance by time of appointment. Position requires pre-employment background investigation, physical and drug test.

APPLY IMMEDIATELY, OPEN UNTIL FILLED. APPLICATIONS MAY BE FILED ONLINE AT:
Jobs - SBCTA (gosbcta.com) "An equal opportunity employer."