

ADMINISTRATIVE ANALYST

Annual Salary Range:

Analyst I: \$48, 829 to \$75,684

Analyst II: \$53,833 to \$83,442

Associate Analyst: \$59,351 to \$91,995

First Review of Applications: March 25, 2022– Opened until filled

Expected Start Date: May/June 2022

Role

The Administrative Analyst performs and coordinates professional, analytical, and administrative duties in support of the Business Services program. Responsibilities include participating in the preparation of procurement documents, contracts administration, office space planning, budget development and monitoring, and the development and implementation of business processes improvement and continuity plans, in partnership with the Manager of Roadway, Facility, & Business Operations. This position is ideal for an individual with a business/office administration and contract support background and interest in furthering their expertise in business administration. The candidate selected for this position will be expected to work in-person in the San Diego office.

Experience and Qualifications

Bachelor's degree with major course work in Public Administration, Business Administration, or a related field, and one to three years of professional program and contract administration experience. Equivalencies considered.

Benefits and Salary

Our benefits include health, dental, and vision insurance as well as employee assistance, wellness, and work/life balance programs. Retirement and financial security benefits are provided through a pension plan and contribution to the SANDAG deferred compensation program. SANDAG offers flexible work schedules and employees are provided with

paid time off and paid holidays. The candidate selected for this position will be expected to work in-person in SANDAG's San Diego office.

Call (619) 699-1900 or visit www.sandag.org/jobs for information. First review 03/25/2022. EOE.