

JOB ANNOUNCEMENT: MANAGEMENT ANALYST

\$78,348 to \$105,000 Annually

APPLICATION DEADLINE: October 23, 2026

THE AGENCY

Transportation Agency for Monterey County (TAMC) is a countywide transportation-planning agency responsible for developing long range transportation plans, distributing local, State, and federal transportation grants, and administering several transportation projects and programs. The Transportation Agency is a high-energy, innovative, service-oriented agency with a small staff and a 17-member Board of Directors. Our small size means everyone gets to work on a diverse list of projects and tasks. Employees are supported to participate in training programs to develop new skills relevant to their work and to be active in professional organizations based on their interests.

TAMC is seeking a proactive, collaborative Management Analyst who is passionate about supporting effective public service through sound administration. This position offers the opportunity to work across procurement, contracts, grants, records management, and organizational improvement while contributing to an agency culture grounded in teamwork, innovation, and public service.



Our agency relies on teamwork and collaboration to deliver meaningful and trailblazing improvements to the communities we serve and has a culture of inclusion, diversity, equity, and accessibility that values a work-life balance and flexible work schedules. The Transportation Agency's mission is to develop and maintain a multimodal transportation system that enhances mobility, safety, access, environmental quality, and economic activities in Monterey County.

As a self-help county, TAMC is responsible for delivering regional transportation projects pursuant to a voter-approved ballot initiative. Our agency also works collaboratively with neighboring counties around the State through organizations such as the Central Coast

Coalition, the Coast Rail Coordinating Council, the Rural Counties Task Force, and the Self-Help Counties Coalition.

Learn more about TAMC's work at <https://www.tamcmonterey.org>.



ABOUT MONTEREY COUNTY

Monterey County is a beautiful and diverse place to live and work, featuring nearly 100 miles of coastline, two mountain ranges, abundant parks – including the Pinnacles National Park and the Fort Ord National Monument – and some of the most productive agricultural fields in the nation, earning it the nickname the “Salad Bowl of the World”.

THE POSITION

The Transportation Agency for Monterey County (TAMC) is seeking a Management Analyst to perform professional administrative, analytical, and program coordination work in support of Agency operations. The position coordinates procurement and contract administration, provides grants administration support, conducts research and analysis, improves administrative processes, and strengthens document and records management. Assignments span multiple functional areas and require close coordination with project managers, finance staff, consultants, vendors, legal counsel, and partner agencies.

This is a full-time position with excellent health and retirement benefits. The Management Analyst works under limited technical supervision and is expected to use initiative and judgment in completing assignments. TAMC is currently offering a hybrid telework/ in office work arrangement. It is desirable for employees to be able to travel to meetings in the Monterey Bay area on an as-needed basis. Responsive service, sound judgment, and attention to detail are important to success in this role.

THE IDEAL CANDIDATE

The ideal candidate will have professional or increasingly responsible administrative experience involving contracts, grants, procurement, program administration, management analysis, records management, or a related area. The successful candidate will be comfortable moving between detailed compliance work, analysis, and cross-functional coordination in a small, collaborative agency. TAMC is seeking:

- A strong communicator who can prepare clear reports, correspondence, presentations, procedures, and other written materials.
- A self-directed professional who follows through on detailed assignments in a timely manner.
- An analytical problem-solver who identifies process improvements and exercises sound independent judgment.
- A collaborative team player who maintains effective working relationships and approaches assignments with initiative, discretion, and attention to detail.



TYPICAL DUTIES

Procurement and Contracts

- Serve as the Agency's administrative staff for procurement and contract management in coordination with project managers and other Agency staff.
- Prepare Requests for Proposals (RFPs) and Requests for Qualifications (RFQs), schedule advertising and public announcements, and coordinate responses to questions with Agency staff and legal counsel.
- Coordinate interviews and evaluation processes for vendor and contractor selection and assist in developing evaluation criteria and related procurement documents.
- Assist new contractors and vendors in understanding Agency contracting procedures, documentation, and requirements.
- Monitor contracts for performance, expenditures, expiration, amendments, and compliance with Agency policies, contractual requirements, and applicable local, state, and federal requirements.
- Maintain complete and accurate contract and procurement records.
- Coordinate with Finance staff to ensure proper billing, budgeting, revenue recognition, and accruals associated with contracts and assigned agreements.

Grant Administration

- Provide support for preparing reimbursement requests, initiation, and close-out activities.
- Coordinate grant recordkeeping, tracking, and reporting, including final expenditure reports, disadvantaged business enterprise reports, and other required documentation.
- Coordinate with project managers and finance staff regarding grant budgets, expenditures, and related contracts.



Management Analysis and Administrative Services

- Analyze and support the development of existing procurement, contracting, administrative, and operational activities and recommend improvements to processes, procedures, policies, internal controls, and workflows.
- Conduct research and prepare summaries, reports, analyses, and supporting materials related to contract awards, amendments, procurement activities, grants, leases, and other assigned programs for management and Board presentation.
- Assist with special projects and organizational initiatives requiring research, analysis, coordination, implementation, or administrative support.
- Provide support in reviewing Board and Committee agenda packets.
- Train staff on TAMC administrative process related to procurement, contracts, invoicing, and document management.

Document and Records Management

- Coordinate and support Agency-wide documents and records according to best practices and retention policy guidelines.
- Assist with the administration and organization of electronic document management systems, including SharePoint or similar platforms.
- Work with Agency staff to improve document organization, version control, accessibility, information sharing, and consistency of records management practices.
- Review document and information management processes and recommend improvements to increase efficiency, accessibility, consistency, security, and records integrity as needed.

Other Program and Administrative Responsibilities

- May coordinate with Agency staff to update website site and social media content.
- May oversee rail lease agreements and coordinate oversight of the contract property management firm.
- May support information technology coordination needs including basic user support and coordination with IT manager service provider.
- As staffing levels and Agency needs evolve, may assume Freeway Service Patrol and Call Box administration duties, including processing invoices, overseeing contracts and consultants, conducting data analysis and reporting, and coordinating with partner agencies.
- Perform other related duties as assigned.



QUALIFICATIONS

Education and Experience:

- Any combination of experience, education, and/or training that substantially demonstrates possession of the required knowledge and abilities is qualifying. A typical way to obtain them is:
 - Equivalent to graduation from an accredited four-year college or university with major coursework in business administration, finance, accounting, or a closely related field
 - AND
 - A minimum of four years of professional or increasingly responsible administrative experience involving contracts, grants, procurement, program administration, management analysis, records management, or a related area.
 - Relevant professional experience may substitute for education on a year-for-year basis.
- Public agency or local government experience is desirable.
- Possession of, or ability to obtain, a valid California driver's license may be required depending upon assignment.

REQUIRED APPLICATION MATERIALS

To apply for the above position, please submit a complete application package that includes each of these four items:

- Cover letter
- Resumé
- Transportation Agency for Monterey County (TAMC) Application form
- Complete response to the Supplemental Questions

Application packages must include all four documents in a single e-mail submittal. The application form and supplemental questions may be obtained from our website: www.tamcmonterey.org. To be eligible for consideration, complete application packages must be received at:

Transportation Agency for Monterey County (TAMC)
Jefferson Kise, Director of Finance & Administration
jeff@tamcmonterey.org

SELECTION PROCEDURES

All application materials will be competitively evaluated. Those applicants who are determined to be the most appropriately qualified will be invited to participate further in the process. An interview may further assess the applicant's level of required skills and knowledge. If you have questions, call (831) 775-0903.

The Transportation Agency for Monterey County is an Equal Opportunity Employer.



Team TAMC rides the bus