CITY OF AMES
invites applications for the position of:
Management Analyst
An Equal Opportunity Employer

SALARY: $24.96 - $35.61 Hourly

$51,924.70 - $74,063.81 Annually

OPENING DATE: 02/14/20

CLOSING DATE: 03/06/20 05:00 PM

GENERAL INFORMATION:
The City of Ames is conducting a recruitment to establish a Civil Service eligibility list for this classification. The list will be valid for up to one year from the date of certification by the Ames Civil Service Commission and may be used to fill one or more vacancies in this classification. In addition, City of Ames Civil Service employees who have previously held Civil Service status in this classification and are interested in voluntarily demoting or laterally transferring into the current vacancy must submit their application by the deadline.

Under the direction of the City Manager and the Assistant City Manager(s), this position promotes Excellence Through People, assists departments with special projects requiring analytical capabilities, develops and administers policies, programs, and projects, and performs related work as required.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:
Coordinates, provides analysis for, or conducts research for special projects with individual departments or as part of interdepartmental teams. Uses computer and software to prepare detailed analysis of data into charts, graphs, worksheets and other documents. Provides follow-up on and coordinates City Council referrals and special projects. Seeks grant opportunities for various City projects. Manages administration of grants successfully obtained. Staffs City boards and/or commissions. Monitors sustainability efforts in City operations and coordinates improvements in facilities and practices. Represents the City Manager in interactions with elected and appointed state and local government officials, business owners and managers, neighborhood groups, employees, and other citizens and customers. Facilitates special events that require City approval. Responds to written and verbal citizens complaints, inquiries, and requests for service. Appears before groups and organizations as the City representative to explain activities, programs, and policies. Supports the City's Mission/Vision/Values by personal example and encouraging others to reflect these principles in their actions.

Each employee is expected to continually strive to bring shared values to life through our Excellence Through People organizational culture. ETP values include: committing to continuous improvement, inspiring creativity and innovation, being customer driven, making data-driven decisions, championing employee involvement, striving for excellence, having fiscal stewardship, acting with honesty and integrity, exhibiting leadership, choosing a positive attitude, respecting one another, promoting safety and wellness, and cultivating teamwork. For leaders, this includes creating a work culture that brings these values to life. For all employees, this includes maintaining a Total City Perspective. The purpose of ETP is to deliver exceptional services to the public at the best price, and for employees to experience an enjoyable and stimulating work environment.

QUALIFICATIONS:
Education and Experience: Must possess a Bachelor's degree in public administration, public policy, public affairs, or political science. Master's degree in one of these fields preferred. At least three months experience in a city government is required. This experience must consist of analysis, administration, or project management to qualify.

Knowledge, Skills, and Abilities:
Knowledge of the principles and practices of public administration; working knowledge of laws pertaining to municipal government; working knowledge of systems analysis theory and methods of process improvement; basic knowledge of the principles and practices of municipal finance and budgets; and good knowledge of research methods and techniques, and methods of report presentation.
Skill in analyzing and interpreting data and information to reach conclusions and recommend decisions. Skill in oral and written communications through various modalities, including public speaking; human relations skills including customer service, and promotion of teamwork.

Cognitive ability to understand, interpret, synthesize and communicate complex information; ability to communicate concisely and effectively with diverse individuals and groups in a wide variety of situations, as well as ability to effectively present information to groups; ability to establish effective relationships with elected and appointed government officials, City staff at all levels, University staff and students, the business community, and other citizens and customers. Ability to work effectively under pressure and to handle multiple tasks.

Other Characteristics: Commitment to ethics of the city management profession and to the City’s Mission/Vision/Values as reflected in Excellence Through People.

SUPPLEMENTAL INFORMATION:
Required Physical Activities: Sitting, standing, walking, reaching, pushing, pulling, grasping, lifting, talking, hearing, repetitive motions.

Physical Characteristics of Work: Work is primarily sedentary and requires sitting and/or using various computer equipment 50% of the time; and standing and/or walking 20% of the time. Routinely requires the exertion of up to 10 pounds of force, and infrequently requires the exertion of 10-25 pounds of force to lift or otherwise move objects.

Vision Requirements: The minimum for those whose work is involved primarily with extensive reading, and preparing and analyzing text and/or data, and the use of a computer terminal.

Environmental Conditions: The employee ordinarily works in an office environment and is not substantially exposed to adverse environmental conditions.

Equipment Used to Perform Essential Functions: Computer including keyboard, monitor, and mouse; general office equipment such as calculator, copy machine, writing utensils, and files; communication equipment including telephone, e-mail, and fax machine. A wide variety of printed material such as correspondence, reports, reference material, budget printouts, etc.

Selection Process:
The selection process consists of an evaluation of education/experience/supplemental questions responses, a phone interview, a hiring assessment, on-site interview which will include a manager meeting and written exercise, and completion of a criminal background check, which includes a sex offender registry check. All candidates will be notified by email of their application status.

**Preference may be given to applicants possessing qualifications above the minimum.**

Depending on the number of qualified candidates, the City may forego phone interviews.

E-Verify Process:
The City of Ames participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant’s Form I-9 to confirm work authorization. All candidates who are offered a position with the City of Ames must complete Section 1 of Form I-9 along with the required proof of their right to work in the United States and proof of their identity on their first day of employment. Please be prepared to provide required documents on your first day of employment. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 515-239-5199 or go to the US Citizenship and Immigration Services web page at: http://www.uscis.gov.

NOTE: Persons with disabilities must submit requests for ADA testing accommodations to the Human Resources Department prior to the application deadline.

The City of Ames is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, age, religion, sex, sexual orientation, gender identity, genetic information, ancestry, national origin, marital status, disability, or protected veteran status and will not be discriminated against. Inquiries can be directed to the Human Resources Department at 515-239-5199.
Management Analyst Supplemental Questionnaire

* 1. This position requires at least three-months experience with a city government, which must include work in analysis, administration, or project management. Explain how you meet this requirement and include a description of a specific project you have experience with.

* 2. Please tell us why do you want to work in the Ames City Manager's Office.

* 3. Describe your experience analyzing data and explaining complex information to those who are not experts in that area. Please provide a specific example.

* Required Question