



MANAGEMENT ANALYST

City of Eloy

\$60,359 - \$90,538

This position provides a variety of professional-level technical and administrative support for the City's administrative departments, specifically the City Manager's Office, including Economic Development functions, and may also be assigned to assist Finance and Human Resources. By conducting research and analyzing complex issues using data, this incumbent will provide reports and recommendations pertaining to administrative systems, policies, and practices. This position will assist with general budget preparation while creating financial reports that may include forecasting revenue and expenditure. Participates in performance and process improvement while drafting policy and reports for management teams and/or City Council.

Public administration principles, procedures, and strategies in a government environment, demographic and economic trends, and forecasting. Research methods, principles, and procedures. Statistical and financial analyses and methods of report presentation using principles of effective communication. Computer software and applications related to report and presentation preparation. Project administration. Customer service principles. Bachelor's Degree from an accredited college or university with coursework in Public or Business Administration, finance, or a related field. A Master's degree in public administration is preferred. A minimum of four (4) years of professional experience, ideally within a municipal or governmental environment. Relevant internship experience in public administration or related fields will be considered in lieu of full-time experience, particularly where the candidate has demonstrated strong analytical, project management, and policy development capabilities in support of governmental operations. An equivalent combination of education, training, and experience may be considered.

Visit our website to apply or for more information on this position and other opportunities. You will find complete job descriptions, requirements and application information at: <http://www.elay.gov>.
Deadline: December 1, 2024.