



CITY OF CEDAR RAPIDS
invites applications for the position of:

Management Analyst

SALARY: \$76,232.00 - \$102,876.80 Annually

OPENING DATE: 05/13/22

CLOSING DATE: 05/27/22 04:00 PM

DESCRIPTION:

The City of Cedar Rapids is looking for a self-motivated, highly organized, individual with adept communication skills to help lead efforts to secure appropriate funding opportunities to enhance the City of Cedar Rapids. The City of Cedar Rapids is hiring a Management Analyst to help keep Cedar Rapids as a robust and ideal place to live, work, and play! At the City, we are committed to employing individuals who reflect our community's diverse backgrounds and this position is crucial in the success and strategic direction of a growing and evolving community.

We appreciate and leverage the vast experience individuals bring beyond the technical requirements of a job. If you are an individual with similar experience listed here please consider applying. Experience and skills combined with commitment to our [core values](#) is key to building a greater community now and for the next generation; therefore, we encourage people from all backgrounds to apply to this position. *Any person who anticipates needing accommodations for any part of the recruitment process please contact Katie Ulmer (k.ulmer@cedar-rapids.org or 319-286-5138).*

Apply online:

<https://www.governmentjobs.com/careers/cedarrapids/jobs/3549849/management-analyst?pagetype=jobOpportunitiesJobs>

What is in it for you?

The City provides outstanding pay, benefits and time off. With participation in the Wellness Program, the Choice Family PPO plan cost is only **\$63.88 per month for 2022! Additionally we offer:**

- Medical co-insurance for participating providers of 90% plan / 10% employee
- Iowa Public Employee's Retirement Pension plans ([IPERS](#)) with a 9.44% City contribution and 6.29% employee contribution
- 11 paid holidays per year
- Up to \$3,000 per year in educational assistance
- 4 weeks of paid parental leave
- Annual pay increases
- Typically receive annual cost of living increase depending on budget
- 100% City paid basic life insurance
- Dental, vision, long-term disability, and supplemental life insurance
- View our non-bargaining [Choice Plan Benefits Summary](#)

[Cedar Rapids - Why you should live here!](#)

About this position:

In this role you will play a vital role in teaming up with key players within departments to compete for and secure needed funding to help make projects and programs within the city become a reality. You will conduct research and perform complex data analysis. You will coordinate people, guide work groups, and strategically plan and implement processes and programs to effectively secure appropriate funding. If you are a strategic thinker who enjoys teaming up with others and managing several processes and projects simultaneously, apply today!

Analyzes legislative funding programs for opportunities to benefit City programs and needs; provides analytical and technical support; plans, coordinates, and implements programs to effectively secure appropriate funding opportunities.

Position Schedule: Monday-Friday 8:00am-5:00pm

Salary: \$76,232.00 annually to commensurate with experience

Successful completion of a pre-employment background check, physical examination (if applicable) and drug screen are required prior to employment with the City of Cedar Rapids.

The City of Cedar Rapids does not offer sponsorship for employment authorization.

EXAMPLES OF ESSENTIAL DUTIES:

- Analyzes federal and state legislation and funding programs; identifies potential organizational opportunities and impacts; prepares technical reports; develops and implements City policy processes and programs to meet legislative funding requests; communicates processes to the organization.
- Conducts research and performs complex data analysis; recommends and implements organizational processes, policies, and programs.
- Leads special projects of organizational-wide significance; works individually and as part of a team; conducts studies; makes recommendations; implements programs.
- Works with City employees at all levels of the organization and may supervise staff or a functional area depending on program needs.
- Prepares and delivers effective presentations.
- Formalizes implementation plans and monitors program budgets.
- Meets financial objectives and forecasts costs.
- Develops proposals and implements recommendations; manages contracts and consultant relationships and negotiates on cost of service.
- Prepares comprehensive technical documents, correspondence, reports, analyzes variances, and initiates a corrective action plan.
- Researches and brings to resolution administrative and municipal issues.
- Coordinates citywide projects and activities, which may involve multiple departments and/or outside organizations.
- Performs related work as required.

Required Education and Experience

- Bachelor's Degree Public Administration, Business Administration or related field and
- Five to seven years of experience specialized services within a municipal government setting including knowledge of program development and analysis or related work or
- An equivalent combination of education and/or experience
- Excellent written, verbal and interpersonal communication skills
- Proficiency with Microsoft Office
- Ability to work collaboratively with diverse populations