



## **POLICY & ADMINISTRATION SPECIALIST**

The City of Cedar Falls is seeking qualified candidates to test for and become certified on a Civil Service hiring list for the new position of Policy & Administration Specialist. The list will be effective for one year from certification and candidate interviews and selection will be completed from the candidates certified.

This position will oversee and support a broad range of municipal programs, projects, and activities involving city government administration and provide executive level support to the City Administrator and the City's four department directors. The selected individual will independently perform a variety of complex, highly responsible, professional duties involving the administration and analysis of programs, projects, and policies. Duties will evolve and may include handling special projects as assigned. The position will receive direction from the City Administrator, or designated department director, and will not have direct supervisory responsibilities. Depending on qualifications, the expected offer will be in the \$28.583 - \$35.731 per hour range plus full-time benefit package.

Qualified candidates must have bachelor's degree from an accredited college or university in public administration, political science, business administration, or a related field AND experience in public policy, business administration, or municipal operations is preferred. Internships in these areas may count as experience. Completion of a position related questionnaire will be required after candidates meeting the above education and experience requirements are approved to test by the City's Civil Service Commission. Interviews are expected to follow this summer upon certification of the hiring list. Successful completion of a post-offer, pre-employment background, physical, and drug screen may be required.

For consideration, submit a completed application (available from [www.cedarfalls.com/jobs](http://www.cedarfalls.com/jobs) or Cedar Falls City Hall), resume, and proof of education to [jobs@cedarfalls.com](mailto:jobs@cedarfalls.com) or mail to: City of Cedar Falls, Finance & Business Operations Dept., Attn: Policy & Administration Specialist, 220 Clay Street, Cedar Falls, IA 50613. Deadline for materials is Friday, June 7 at 4:30 p.m. Materials must include education documentation and experience to determine if minimum qualifications are met to test for the position. This information is strongly encouraged at the time of application and required before the hiring list is approved. Candidates are expected to be informed if minimum qualifications are met to test and of testing arrangements by mid/late June.

Equal Opportunity Employer