



## City of Urbandale Management Analyst

<b>SALARY</b>	\$35.45 - \$46.65 Hourly \$73,729.00 - \$97,022.00 Annually	<b>LOCATION</b>	Urbandale, IA
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	25-Management Analyst-01
<b>DEPARTMENT</b>	City Manager	<b>DIVISION</b>	City Manager
<b>OPENING DATE</b>	09/02/2025	<b>CLOSING DATE</b>	9/15/2025 11:59 PM Central

### Summary Description

Under general direction of the City Manager and the Assistant City Manager, the Management Analyst provides support to all areas of municipal management. Typical responsibilities include management of special projects identified in the elected officials' strategic planning, grant application and management, policy and fiscal analysis, report writing, customer service, and organizational efficiency and administration. This position has regular communication with elected City officials, City Board and Commission members, department managers, employees, business leaders, program clients, and the public.

Curious about the impact you could make? Click the [Management Analyst](#) guide and explore your future as a Management Analyst in our recruitment brochure!

**The City of Urbandale offers a comprehensive salary and benefit package.**

**Full-time non-union benefits for this position include:**

- Relocation package available up to \$5,000 for Management Analyst candidates relocating from over 60 miles to move within the city limits of Urbandale.
- Individual health insurance for only \$77.86 per month; or family health insurance for only \$238.94 per month
- Dental, vision, and flexible spending account options
- 15 paid vacation days per year
- 12 paid sick days per year
- 10 paid holidays + 3 additional personal holidays
- 4 weeks of paid paternal leave
- City-paid Long Term Disability coverage
- IPERS retirement plan
- 457(b) retirement plan with 2% city match
- City-paid Life Insurance policy plus additional voluntary life insurance options
- Employee Assistance Program
- Onsite Wellness Center

## Routine Job Duties/Responsibilities

- Collect and interpret complex data from various sources on specialized topics related to City or Department programs.
- Research, analyze, and recommend City or Department policies and regulations, and present findings.
- Conduct surveys, analyze data, identify alternatives, and make recommendations on assigned programs or issues.
- Prepare and maintain technical, informational, and analytical reports; develop charts, maps, graphs, spreadsheets, flyers, brochures, and presentations.
- Administer and implement programs or services; may serve as project manager for assigned projects.
- Collaborate with other departments and outside agencies; represent the City professionally as a liaison with public and private organizations, community groups, and media; may present information to City Council and other government agencies.
- Respond to routine constituent questions in a courteous, timely, and accurate manner. Research complex issues for public explanation.
- Ensure City compliance with Federal, State, and local regulations for assigned programs and services.
- Research, write, design, and edit various reports, correspondence, flyers, brochures, and information in multiple formats.
- Prepare or coordinate grant applications and manage compliance with received grants.
- Assist with contract management, including drafting RFPs, participating in consultant selection, and monitoring development agreements for compliance.
- Monitor and analyze proposed legislation; prepare reports on legislative, judicial, and executive impacts on City operations.
- Utilize research methods, statistical techniques, and data compilation to assist in the preparation of operating budgets and capital improvement plans.
- Provide confidential support to the City Manager in the execution of duties required by Iowa Code §372.8(2).
- Perform related duties as assigned.

## Typical Qualifications

Must be able to pass a pre-employment offer: reference checks, drug screen, motor vehicle report and background including credit history check. Any combination of education and experience providing the required skill and knowledge is qualifying. Qualifications would be equivalent to:

- Bachelor's Degree in Public Administration, Business Administration or closely related field, and four (4) years relevant experience in city or county government administration.
- Master's Degree in Public Administration or related field preferred
- Valid Iowa Driver's License

### Typical skills, knowledge, and abilities needed for this position:

- Strong analytical skills to identify problems and to propose effective solutions.
- Excellent oral and written skills to report study findings and recommendations.
- Presentation skills to communicate effectively with City management, elected and appointed officials, and outside agencies and organizations.
- Good knowledge of research methods and techniques and methods of report presentation.
- Demonstrated ability to learn and apply relevant Federal, State and local laws, codes and regulations.
- Work with and maintain confidentiality of sensitive information.
- Maintain effective working relationships.
- Ability to work independently with minimal supervision.
- Prepare and present reports, requests for proposal, contracts and agreements.
- Independently analyze situations and data to develop logical conclusions and sound recommendations.
- Ability to work effectively under pressure and to sequence tasks by priority.
- Analyze financial data, fiscal and actuarial reports.
- Ability to perform essential duties at designated work site location during designated hours.

Supplemental Information

Applicants selected will be invited to participate in two rounds of interviews. Candidates may be requested to submit writing samples that demonstrate their ability to produce clear, detailed, and well-researched reports. If requested, submitted work should reflect strong analytical skills and a high standard of written communication. Candidates will be notified via email and/or text message to self-schedule their interview time slots. Be sure to apply with a valid email you check regularly and sign up for text message option.

Anticipated Timeline

Initial virtual interviews:        September 22, 2025 - September 23, 2025 - (official date will be determined by the number of candidates and sent out in future communication)  
Finalist interviews:                October 3, 2025  
Start date approximately:        November 12, 2025

The salary range listed includes pay steps based on length of service with the City of Urbandale. New employees are hired close to the minimum of the advertised range.

The City of Urbandale is an Equal Opportunity Employer. Persons with disabilities must submit requests for ADA accommodations to the Human Resources Department, in writing at [HR@urbandale.org](mailto:HR@urbandale.org), prior to the application deadline.

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<b>Employer</b>	<b>Address</b>
City of Urbandale	3600 86th St.
	Urbandale, Iowa, 50322
<b>Phone</b>	<b>Website</b>
515-278-3900	<a href="http://www.urbandale.org">http://www.urbandale.org</a>