

The City of Beaverton is Hiring:

Management Analyst

Office of the Mayor

First review of applicants will begin after 4:30 p.m. on Friday, August 19, 2016

The City of Beaverton is searching for an innovative, creative, and dedicated public sector professional to serve as a Management Analyst in the Office of the Mayor.

This is a new position for the city. It will report directly to our Chief Administrative Officer (CAO). The ideal candidate will be an energetic high-performer who likes to work with visionary leaders in a fast-paced dynamic environment. Get ready to jump on board and learn first-hand what it's like to work in city administration.

THE POSITION

The Management Analyst will support the city by providing critical assistance in the areas of public policy analysis and research. The position will work under the direction of the CAO, and serve as the organizational point person to coordinate administrative activities.



THE IDEAL CANDIDATE

The ideal candidate will be a collaborative, hard-working, team-oriented, person who likes to dive in and learn. The most important job requirement is a person who shares our value and commitment for excellent customer service. If you believe in the calling of public service, if you understand positivity is infectious, and if you are a lifelong innovator – this may be the job for you.

Minimum Qualifications

- Bachelor's degree with a background in public administration, communications, government relations, or business administration
- Two years of experience working in a similar position / capacity
- Other combinations of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job may be considered
- Ability to pass reference and background check

Preferred Qualifications

- Experience directly supporting elected officials
- Experience responding to constituents, researching varied areas of public policy, and developing recommendations for action based on best practices

Apply at BeavertonOregon.gov/jobs or at

City of Beaverton Human Resources Department

12725 SW Millikan Way

Beaverton, OR 97005

RESPONSIBILITIES

The Management Analyst can expect to be doing the following:

- Research on citywide public policy issues and best practices
- Assist the CAO in collaborating with department heads on strategic initiatives
- Gather, analyze, track and monitor data
- Assist the CAO in providing visioning, strategic planning and policy development
- Coordinate administrative activities for the city's government relations work. Prepare letters of support, testimonial drafts, communications materials, etc.
- Serve as a single point of contact for grant coordination throughout the city
- Prepare quarterly reports for the Mayor and City Council on city priorities
- Manage records and information in any format, in accordance with applicable statutes, regulations and city policies
- Coordinate special assignments
- Support and respect diversity in the workplace
- Other duties as assigned



COMPENSATION

Salary Range: \$4,701.80 - \$6,300.88 per month

Starting salary will be determined depending on relevant work experience. The city pays the full retirement contribution to PERS; provides employees with an opportunity to participate in a deferred compensation retirement plan; tuition reimbursement program available; public service loan forgiveness program; and offers excellent health, dental, vision and life insurance coverage.



ABOUT BEAVERTON

Beaverton prides itself on being The Best of Oregon. It's a place that's growing and thriving but it still has a small town heart and strong sense of community. Beaverton is the sixth largest city in Oregon and is home to approximately 94,000 people. It is a diverse community where one-in-three people are a person of color and more than 100 languages are spoken in our schools.

The City of Beaverton is known as an organization that values public service. Our nationally recognized community vision is our beacon. Residents continually give the city high marks, with 71 percent saying things are headed in the right direction. Our police and library services receive satisfaction ratings of over 90 percent with public works and community involvement ratings coming in at the upper eighties.

The city's economic base is strong. The city has consistently been ranked as one of the safest in the Pacific Northwest. Beaverton is known for its quality neighborhoods, parks and schools. There are a full range of housing choices, with new exciting urban housing developments underway in our downtown.

Qualifying veterans and disabled veterans may obtain preference by submitting as verification of eligibility a copy of the Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) or a letter from the US Department of Veterans Affairs indicating receipt of a non-service connected pension. Disabled veterans must also submit a copy of their veteran's disability preference letter from the Department of Veterans Affairs, unless the information is included in the DD Form 214 or 215. Veterans' preference documentation must be submitted with your application.

Application Deadline: 4:30 pm PDT, Friday, August 19, 2016

