

Position Description

Position Title:

Analyst, Assistant to the Director of Finance

Employer:

The City of Philadelphia

Position Description:

The Office of the Director of Finance is looking to recruit a skilled and experienced analyst to work in a high profile, fast paced and rapidly changing environment. The analyst will have dual reporting responsibilities to the Recovery (ARRA) Officer, and to the Deputy Budget Director.

The analyst will work on special projects as assigned by the Recovery Officer and the Deputy Budget Director. The analyst will work closely with officials in all City departments, on a variety of policy and strategic issues, including providing strategic advice, technical assistance and monitoring of ARRA performance to City officials, as well as analysis of departmental performance and alignment to the Mayor's strategic goals. This is a hands-on post for those motivated and able to undertake advanced analysis.

Key responsibilities:

- To provide strategic overview and advice to decision makers on ARRA.
- To provide effective analysis and monitoring on progress to achieve ARRA and City objectives.
- To work with city departments to develop and agree performance metrics, data collection systems, and data reporting requirements.
- To research and present the evidence base in a way that is clear, understandable and credible, for reports to the Recovery Project Team, Steering Committee and other senior officials in the City.
- To perform quality assurance/quality control checks of data accuracy.
- To work with officials in PhillyStat, the City's performance management system, and ensuring key performance information is publicly reported and available.
- To work on other special projects on an as-needed basis.

Salary Range:

The salary range for this position is \$50,000-\$72,000, depending upon experience and fit with the position requirements.

Essential Qualifications and Criteria:

Successful candidates will have experience working with performance management and strategic planning. Candidates will possess a Master's degree in public policy, government, business, economics, or related field, or must have a minimum of five years of related experience. Candidates must be able to

think strategically while also possessing strong analytical, numeric and problem solving skills. An ability to work effectively with colleagues and be comfortable working under tight deadlines is also required. Strong writing, analysis, and presentation skills, as well as proficiency with Microsoft Office Suite (Word, Excel, and PowerPoint) technologies and Internet search engines are necessary. The City of Philadelphia has a residency requirement. This is an exempt position.

Please send cover letter (with salary requirements) and resumes to Tamika McCray, Human Resources Professional, at Tamika.McCray@phila.gov. The closing date for submissions is November 1, 2010.