

POSITION DESCRIPTION

Position Title:

Analyst

Employer:

City of Philadelphia

About Recovery in Philadelphia:

The American Recovery and Reinvestment Act, 2009 (ARRA) is one of the largest domestic spending programs in U.S. history, designed to stimulate the economy, create jobs and assist citizens during the global recession, while also investing in the future.

The City of Philadelphia is working tirelessly to take full advantage of this unprecedented partnership between federal resources and local innovation. Working closely with all City departments, the Recovery Office's role is to:

- Set the strategic direction for recovery in support of the City's goals
- Vigorously pursue ARRA funding opportunities for Philadelphia City
- Fulfill federal reporting requirements set by the Office of Management & Budget
- Provide guidance and technical assistance to City project/grant managers
- Track and report on performance of ARRA related activity
- Promote and communicate recovery opportunities to Philadelphia businesses, including minority owned businesses, and non-profit organizations
- Maintain, improve and update the City's recovery website
- Respond to all public inquiries related to the City's Recovery program
- Support the City's compliance and control processes and procedures

The Recovery Office is based within the Budget Director's Office.

Position Description:

The Recovery Office is looking to recruit a skilled and experienced analyst to work in a high profile, fast paced and rapidly changing environment. The analyst will work closely with officials in all City departments to provide strategic advice, technical assistance and monitoring of ARRA performance. This is a hands-on post for those motivated and able to undertake advanced analysis to inform key aspects of ARRA implementation.

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 related to recovery on an as-needed basis.

Essential Qualifications and Criteria:

Candidates are required to possess a minimum of a Master's degree in business, economics, statistics, government or related field. 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.

If interested, please send resume and cover letter to Tamika McCray at tamika.mccray@phila.gov.

For further information about the City of Philadelphia's recovery program please go to www.phila.gov/recovery