



LEHI CITY POSITION OPENING Management Analyst

CLOSING DATE: August 26, 2015

SALARY RANGE: \$41,600 - \$58,240 (Grade 14), with starting rate up to \$49,920, DOQ

STATUS: Full-time with Benefits

DEPARTMENT: City's Administrator's Office

JOB SUMMARY: Under the direction of the Assistant To The City Administrator, performs a variety of professional, specialized, complex administrative and management analysis work and project management in support to the City Administrator's Office. The successful candidate will participate in the development, implementation, interpretation, and administration of City ordinances, administrative policies, procedures, and programs—including human resources rules and policies; acts as lead for project teams, with consequences involving specialized and/or technical areas requiring application and interpretation of data, facts, procedures, policy, and law; prepares, reviews, assists, analyzes, and presents City budget information to the City Administrator's Office.

MINIMUM REQUIREMENTS: Graduation from an accredited college with a Bachelor's degree in public administration, business administration, or related field; a Master's degree is preferred.

SPECIAL QUALIFICATIONS: Must have expert-level proficiency in Microsoft Office Suite.

APPLICATION: Each applicant is required to turn in a Lehi City application, a letter of interest, and a resume to Human Resources, 153 N 100 E, Lehi, Utah. **Only applications from candidates that meet the above requirements and qualifications will be considered.** A complete list of essential functions and minimum requirements of the position may be obtained from the Lehi City Human Resource Office, or from the City's website. Lehi City will provide reasonable accommodations for any applicant during the examination and selection process. If you have special needs, please call 385-201-2265. **For required City application, contact Lehi City Human Resources, 153 North 100 East, Lehi, UT 84043 or download application and job description at www.lehi-ut.gov.**

Lehi City is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, gender, religion, age or disability.