

**VILLAGE OF EAST DUNDEE
EMPLOYMENT OPPORTUNITY**

MANAGEMENT ANALYST

The Village of East Dundee is seeking candidates to fill the newly created full-time Management Analyst position. Under the general supervision of the Assistant Village Administrator, the Management Analyst provides professional administrative support, including customer service, budgeting, special events coordination, policy development/analysis, communications and community outreach and assists Village departments with special projects.

The successful candidate must possess strong analytical and technical skills and have the ability to communicate effectively both orally and in writing. This position requires a high level of integrity in dealing with confidential and sensitive information. The successful candidate must be able to meet and establish priorities, meet deadlines, exercise good judgement, and work independently as well as part of a team in a small office environment. Excellent customer service, strong leadership, and a willingness to take on additional responsibilities is a must.

Requirements for this position require a Bachelor's degree from an accredited college or university in Public Administration, Business Administration, Political Science, or related field. A Master's Degree in Public or Business Administration is preferred. A minimum of one year experience in municipal government, public body or related field is strongly preferred.

Starting salary is \$50,000 +/- with an excellent benefits package.

Qualified candidates should submit a completed employment application, cover letter and resume by October 27, 2017 to:

Attn: Human Resources
Village of East Dundee
120 Barrington Avenue
East Dundee, IL 60118
HR@eastdundee.net

The employment application can be found at www.eastdundee.net. The Village of East Dundee is an Equal Opportunity Employer.