



CITY OF PHILADELPHIA

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ALAN BUTKOVITZ
City Controller
www.philadelphiacontroller.org

ECONOMIC POLICY ANALYST

The Policy Unit in the Office of the Philadelphia City Controller seeks a Policy Analyst to contribute to the Controller's analysis of tax, budget, and economic policy issues. We are looking for a team player interested in writing, researching, and publishing new content, analyzing new legislation and approaches to budget policy, and becoming part of a team of fiscal policy thought leaders. The Policy Analyst reports to the Director of Fiscal & Policy Analysis.

Primary Responsibilities

- Lead and conduct fiscal policy research.
- Evaluate academic literature, economic data, and relevant government reports.
- Write policy papers, issue briefs, and background memos.
- Perform analysis of policy proposals and participate in new policy design efforts.
- Estimate and extrapolate various budgetary estimates.

Qualifications

Ideal candidates will have the following qualifications:

- Prior knowledge and experience with fiscal policy, including familiarity with municipal budgets.
- Proven quantitative, analytical, and research skills.
- Proven ability to work in fast-paced team environments.
- Familiarity with Microsoft Excel's graphing and data manipulation functions, as well as MS Access and statistical software such as SPSS. GIS skills highly preferred.
- Strong writing skills, especially the ability to communicate policy ideas and legislative proposals concisely and effectively to a diverse range of audiences.
- A master's degree preferred, with major in economics, public policy, or a related field.

About us

The Office of the Philadelphia City Controller is the independent watchdog agency of the City of Philadelphia that strives to promote honest, efficient, effective, and fully accountable city government. We address this mission by: providing timely and objective analysis on the availability of funds for all city contracts; preventing inappropriate spending of public funds; and providing objective, timely, and relevant information to city officials, the public, and other interested parties about financial operations of the city, and on ways to improve city operations and the use of public resources.

To learn more about the office, visit: www.philadelphiacitycontroller.org

How to apply

Please submit a cover letter, resume, contact information for three references, and writing sample no longer than six pages to jeffrey.hornstein@phila.gov. When applying, please write "Policy Analyst Application" in the subject line. No phone calls, please. The Office of the Philadelphia City Controller is an equal opportunity employer. Application deadline: August 1, 2016. Salary commensurate with experience.