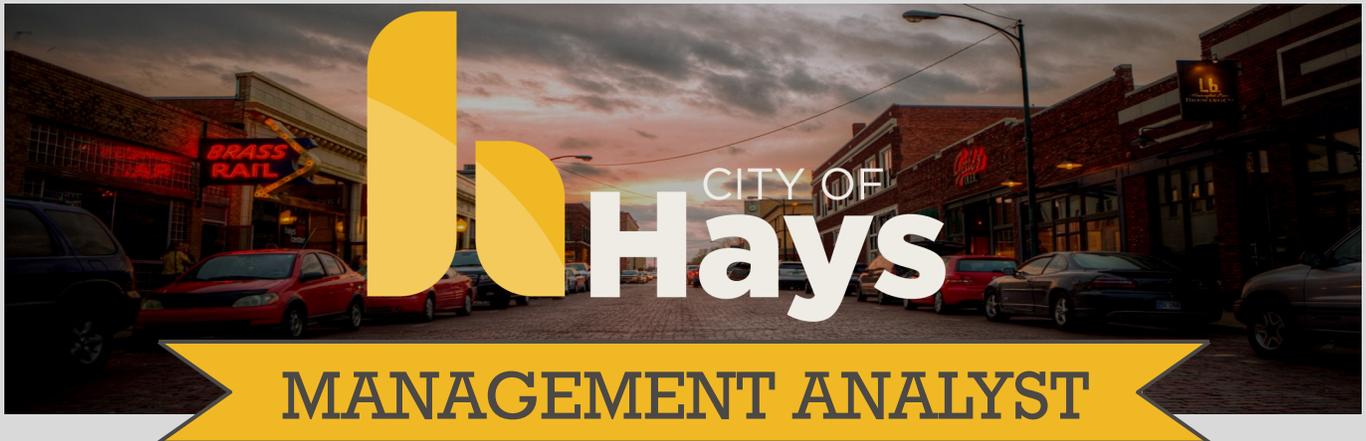


NOW HIRING



The Position

The City of Hays, KS is seeking a Management Analyst to serve a 12-month term with full pay & benefits. This position will work directly with the Deputy City Manager & will provide analytical management assistance by planning, coordinating & directing programs, conducting surveys & studies, & participating in special projects.

Hays has 186 full time employees with an annual budget of \$40 million. City services include Fire, Parks, Police, Public Works, Planning, & Development, Solid Waste & Recycling, Airport, Water Supply, Wastewater Treatment, County-Wide Dispatch Center, Convention & Visitors Bureau, & Administration.

The Management Analyst will have the opportunity to involve themselves in many high-level projects from the outset.

Opportunities

Like most communities across Kansas, Hays is experiencing a housing shortage. The community's economic development organization, Grow Hays, has undertaken this challenge as one of their priority initiatives. Getting a better understanding, & assisting Grow Hays as needed, of the federal & state housing programs will be a task immediately handed off to this position.

The City of Hays is unique as most capital improvement projects are financed with cash. That being the case, Hays does not have a long history of grant writing or administration. The Management Analyst will be key in researching grant opportunities & navigating the grant process for eligible City projects.

The City compiles & updates its Capital Improvement Plan (CIP) during the annual budget process. Creating a more robust Capital Improvement Plan (CIP) is desired & the Management Analyst will serve as the project lead.

The opportunity to work with other Department Directors will be plentiful. Projects may arise that will be delegated to the Management Analyst to assist Directors with their research & implementation of policies & programs to further advance the City of Hays.

The Management Analyst will also assist & participate in a wide variety of other tasks including but not limited to, assisting with the creation of content for the City's website, conducting policy & legislative research, & attending various community functions & board meetings as a representative of the City.



Requirements

Bachelors in public administration or related field required. Students or recent graduates of public administration, public policy or a related master's degree program preferred. Must be able to commit to working full-time for a 12-month term. Candidates must be able to demonstrate self-initiation, strong written & oral communications, & have the ability to work with the general public.

Compensation & Benefits

Annual Salary: \$52,000 with a car allowance and City provided cell phone. Employees are also offered excellent benefits including family health insurance, paid time off, Kansas Public Employee Retirement System (KPERs), paid professional memberships, conference registrations & travel expenses.

How to Apply

Resumes can be emailed to hr@haysusa.com or mailed to Human Resources, P.O. Box 490, Hays, KS 67601. Resumes must include a minimum of 3 references & a cover letter. Priority deadline for this position is Feb 12, 2023. Review of applications will begin after the priority deadline & continue until the position is filled.

More job & benefit information at: www.haysusa.com/MA

HAYS, KANSAS



Hays is a safe, vibrant university community with a population of 21,000. Hays is centrally located on I-70 between Denver & Kansas City & serves as a regional hub for education, health care, professional services, shopping, culture, arts, & recreation for NW Kansas.



Hays is home to Fort Hays State University, a regional comprehensive university with over 15,000 students, known for its innovation & entrepreneurship. The Beach/Schmidt Performing Arts Center on the FHSU campus hosts the Hays Symphony, as well as the Encore Series, which brings in award-winning performances & theatre experiences.



Hays Medical Center, or HaysMed, is a private, not-for-profit, 207-bed hospital that provides the only tertiary level services in the region. Home to the DeBakey Heart Institute & the Dreiling/Schmidt Cancer Institute, HaysMed was recently named a Top 20 Rural Hospital & is one of the community's largest employers.



The Bricks in Downtown Hays offers boutiques, art galleries, breweries, eateries, entertainment, & special events year-round. The Vine Street corridor includes shopping centers, national retail chains, & a wide range of restaurants.



The city's impressive list of recreational amenities includes the Center for Health Improvement, Hays Aquatic Park, Smoky Hill Country Club, Hays Municipal Golf Course, public tennis & pickle ball courts, extensive recreational programs through the Hays Recreation Commission, & more than 20 public parks & playgrounds. The most recent park addition is the Accessible Recreation Complex & splash pad, or ARC Park, which provides accessible play for children of all abilities. Hays is a bike-friendly city with more than 20 miles of multi-purpose concrete paths, bike lanes, & on-street segments.

More information at:
www.visithays.com

The Hays Regional Airport provides convenient daily service to Denver & Chicago, two major hubs for United Airlines, on a 50-passenger jet.

