



**Management Analyst:** The City of Whitewater is seeking an organized, positive and energetic individual to serve as the Management Analyst for the City Manager's Office. Position will support the work of the City Manager and the City's Management Team under the direction of the City Manager.

Qualified candidates will have a minimum of 3 years of office/clerical experience. Additional education with an emphasis in business management, public/city management, HR management, or a related field may be substituted for work experience. Experience with Microsoft Office software and strong organizational and communication skills are a must.

Duties include administrative support functions in maintaining the operations of the City Manager's Office. This includes general clerical duties, project management, policy research and analysis, website content administration, human resources, and more.

Approximately 20 hours per week year round. Salary: \$10.00 - \$12.00 per hour DOE. Applications are available online at [www.whitewater-wi.gov](http://www.whitewater-wi.gov). If you would like to be a part of a dynamic work team in a University town setting please submit a completed job application, resume with cover letter, and three or more references by Friday, March 15.

Send application to:  
City Hall Attn: Nancy Stanford  
312 West Whitewater Street  
Whitewater, WI 53190

-or-

[nstanford@whitewater-wi.gov](mailto:nstanford@whitewater-wi.gov)

The City of Whitewater is an Equal Opportunity Employer.