

**CITY OF COLORADO SPRINGS**  
invites applications for the position of:

# Analyst II

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**SALARY:** \$4,356.42 - \$5,990.08 Monthly

**DEPARTMENT:** Airport

**OPENING DATE:** 10/19/17

**CLOSING DATE:** 11/02/17 04:00 PM

**FLSA:** Exempt position

**DESCRIPTION / POSITION OVERVIEW:**

**The hiring salary for this position is between \$4,356.42 and \$5,445.53 per month.**

## The City

*Learn about the City of Colorado Springs as an employer and what our beautiful city has to offer as a place to live and work by clicking on the following links:*

<http://www.choosecoloradosprings.com/>

[https://coloradosprings.gov/sites/default/files/candidate\\_info\\_packet\\_5.30.17.pdf](https://coloradosprings.gov/sites/default/files/candidate_info_packet_5.30.17.pdf)

*This information may change annually.*

## Analyst II

In this position, you will work in the Air Service Development office of the Airport (Colorado Springs Airport) on a variety of projects and initiatives involving airport rates and charges, air service development, budgeting, work order review analysis, and capital planning.

**Essential Job Functions** - the basic job duties an employee must be able to perform:

- Perform in-depth revenue and expenditure analysis; monitor, track, and analyze actual performance against budget; and investigate variances, identify potential issues, and communicate recommendations to management
- Prepare, analyze, maintain, and monitor Airport rates and charges, department budgets, grants, and operating agreements
- Review, evaluate, and monitor capital development plans and budgets; verify accuracy of financial information and cost charges to capital development and major maintenance projects, including correct coding and account reasonableness
- Perform financial analyses on initiatives related to Airport benchmarks such as labor unit cost, maintenance equipment life cycles, preventative maintenance plans, procurement cycles, and Airport Costing
- Monitor, analyze, and report on key performance indicators of the Maintenance Work Order System
- Update and maintain project schedules, budgets, files, and spreadsheets; monitor and update operating and capital budgets to reflect budget adjustments and funding changes
- Prepare, review, update, analyze, and distribute monthly, quarterly, and annual reports, ad-hoc ledgers, logs, and records to stakeholders, highlighting financial results and other key performance indicators

- Develop presentations of composite data; perform comparative analyses of fiscal and operational performance data; and analyze and interpret financial and statistical data and operating results
- Analyze federal, state, and local legislative proposals for impact on assigned operations
- Prepare analyses and briefings on enacted legislation, judicial interpretations, and regulatory agency directives
- Prepare financial analyses, fiscal reports, and statements; prepare and maintain a variety of ledgers, logs, records, and reports
- Ensure the Airport's accounting, financial, budget, and other business processes are efficient, effective, and maintain adequate internal controls
- Ensure financial information and records are accurate and complete
- Research and identify opportunities for improvement; formulate, recommend, and assist with the implementation of appropriate changes
- Assist in budget preparation and administration
- Assist Airport Rates and Charges analysis

**We are looking for candidates who demonstrate:**

**Knowledge of:**

- Advanced Excel skills with Pivot tables and V look-ups
- Methods of administrative, organizational, economic, statistical, financial, and procedural analysis
- Rules, regulations, and policies affecting budgetary, fiscal record-keeping, and data-processing procedures
- Data collection, research, and report preparation
- Pertinent federal, state, and local laws, codes, and regulations
- Modern office procedures and equipment, including computers
- Proper English, usage, spelling, grammar, and punctuation

**Ability to:**

- Identify methods to improve efficiencies and reduce waste
- Prepare comprehensive reports, documents, and correspondence
- Recommend and participate in various organizational studies and analysis
- Coordinate the collection, evaluation, and interpretation of information and data
- Maintain detailed records and prepare professional reports
- Analyze problems, identify alternative solutions, and recommend conclusions
- Review and analyze technical documents and proposals
- Balance multiple projects, meet necessary deadlines, and exercise initiative
- Communicate clearly and concisely, verbally and in writing
- Establish and maintain effective working relationships

**Successful candidates will have:**

- A bachelor's degree from an accredited college or university with major coursework in aviation management, finance, business administration, or other field
- Three years of full-time professional analytical and/or budgetary experience, including experience in project management

**Ideal candidates will also have:**

- Experience completing cost recovery models and evaluating the results
- Experience with the rates and charges structure of an airport, as well as the administrative and operations environment
- Experience working in an airport/airline finance department and business development department

- Experience with dashboards creatively summarizing airline route metrics and other key performance indicators
- Experience working in a municipal government setting
- Analytical skills with a strong attention to detail

**Fiscal Responsibility:** You will prepare accounting, budget, employment actions, and purchasing documents and complete research to justify language used in documents for a unit or division of a department.

**Machines, Tools, Equipment, and Work Aids:** Computer, printer, copier, telephone, and standard office equipment.

**Specialized Computer Equipment and Software:** Microsoft Office and specialized software relative to area of assignment.

**ADDITIONAL INFORMATION:**

**The selected candidate must pass (or have already passed) a fingerprint-based criminal history records check as required by the Transportation Security Administration.**

**This job announcement is not intended to include a complete listing of all responsibilities, knowledge, skills, and abilities associated with the position.**

Please visit <https://coloradosprings.gov/jobs> and click on 'Apply for a City Career' > 'City Career Postings – Apply Now' button to complete an online application. All job applicants will need to create a new login and online application (unless you already have a NEOGOV/governmentjobs.com user ID and password).

Completing your application in full, including the entire work experience section, will assist Human Resources (HR) in the applicant screening process. Your application may not be considered if all of the information requested for each employer you list is not provided.

Our NEOGOV application system does not allow you to edit your application after it has been submitted for a position. If you want to make changes, you may submit another application prior to the position's closing date and time listed in the job posting. HR will review the last application you submit for a position.

To view the City's job classifications and descriptions, go to <https://www.coloradosprings.gov/human-resources/page/job-classifications-descriptions>.

To view the status of your application, go to <http://agency.governmentjobs.com/cosprings/default.cfm>.

To be notified of future career opportunities, go to <http://coloradosprings.gov/jic>

**If hired, you will be required to provide proof of your eligibility to work in the United States.**

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**Equal Opportunity Employer**

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.coloradosprings.gov>

30 South Nevada Ave, Suite 702

Position #12634  
ANALYST II  
FH

Colorado Springs, CO 80903  
719-385-5456  
719-385-5456

[CityRecruiting@springsgov.com](mailto:CityRecruiting@springsgov.com)

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## Analyst II Supplemental Questionnaire

- \* 1. Do you have a bachelor's degree or higher from an accredited college or university with major coursework in aviation management, finance, business administration, public administration, procurement, or other field?  
 Yes  
 No
- \* 2. Do you have three or more years of full-time professional analytical and/or budgetary experience, including experience in project management?  
 Yes  
 No
- \* 3. If yes, please explain your experience in detail, including your role and where you gained the experience.
  
- \* 4. Do you have project management experience?  
 Yes  
 No
- \* 5. If yes, please explain your experience in detail, including your role and where you gained the experience.
  
- \* 6. Do you have experience completing cost recovery models and evaluating the results?  
 Yes  
 No
- \* 7. Do you have experience with the rates and charges structure of an airport, as well as the administrative and operations environment?  
 Yes  
 No
- \* 8. If yes, please describe in detail your experience with the rates and charges structure of an airport, as well as the administrative and operations environment? Please include where you performed these responsibilities and your role.
  
- \* 9. Do you have experience working in an airport/airline finance department and business development department?  
 Yes  
 No
- \* 10. Do you have experience with dashboards creatively summarizing airline route metrics and other key performance indicators?  
 Yes  
 No

- \* 11. Do you have experience working in a municipal government setting?
  - Yes
  - No
- \* 12. Do you have analytical skills with a strong attention to detail?
  - Yes
  - No
- \* 13. Tell us how you have demonstrated your analytical skills and attention to detail.
  
- \* 14. Do you have a relative who is employed in the department where you are applying to work?
  - Yes
  - No
- \* 15. Are you currently a City of Colorado Springs municipal employee?
  - Yes
  - No
- \* 16. By answering "yes" to this question, I understand the following: - My application may not be considered if it is not completed in full, which includes the entire work experience section. - I am to provide information for at least ten (10) years of my employment history (if applicable) under the work experience section of the application. - I am to provide all information requested even if not designated as a required field by NEOGOV's recruiting software. (This software could not be modified by Human Resources to require the completion of all fields.)
  - Yes, my application is completed in full.
  - No, my application is not completed in full.
- \* Required Question