# NEW YORK CITY COUNCIL JOB POSTING

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| **Position** | **Junior Quantitative Policy Analyst** | **Work Hours** | **9AM – 5PM** |
| **Division** | **Policy & Innovation** | **Open Date** | **03/14/2016** |
| **Number of Positions** | **1** | **Close Date** | **Until Filed** |

## DUTIES AND RESPONSIBILITIES

Key responsibilities include:

- Support senior quantitative staff on development and/or construction of current and future large data projects; and support a variety of data-based projects within the Policy and Innovation Division
- Support review of quantitative data from agency reports due to the City Council.
- Work with other Council staff to obtain and synthesize publicly-available datasets and create useful and distinctive visualizations of data relevant to policy questions.
- Provide issue area support to the Policy & Legislative Divisions for policy memos, oversight and legislation.

## REQUIREMENTS

The ideal candidate must have an undergraduate degree from an accredited college/university. Current graduate school attendance or a graduate degree is preferred. Specific requirements are outlined below.

- Should be a quantitative-oriented individual who is intellectually curious with an academic background in the physical sciences, public policy, economics, urban planning, or a related field, and is looking to gain experience in government and the legislative process.
- Possess experience in
  - data manipulation (i.e. locating, extracting, sub setting, and cleaning);
  - working with geographic data and with GIS programs; programming languages (R or Python preferred);
  - qualitative research, including creation of survey instruments.
- Portfolio of policy analysis and data visualization products
- Knowledge and specific use of statistical programs such as R, SPSS, SAS or STATA.

Candidates must demonstrate excellent quantitative analytic skills, express themselves clearly and concisely both in writing and orally, and have the ability to manage multiple projects while working under tight deadlines.

New York City Residency Required within 90 Days of Appointment

## HOW TO APPLY

Qualified candidates should forward a cover letter, resume and salary history to**:**

**MAIL:** New York City Council
Administrative Services
Attn: Recruitment Unit
250 Broadway, 16th Floor
New York, NY 10007
**FAX:** (212) 791-5266
**E-MAIL:** recruiter250b@yahoo.com

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

**THE NEW YORK CITY COUNCIL IS AN EQUAL OPPORTUNITY EMPLOYER**