

City of Fort Worth, Texas Job Description

Classification Title	IT Business Planner I		
Job Code:	PR1740	Job Family:	Professional
Pay Grade	708	Date Reviewed:	06/16/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Develops and manages a variety of customer projects and ensures project's objectives are met. Designs and documents work flow; manages and provides solutions through ideas, trends and concepts; and translates business requirements and process management to particular software/system requirements.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Performs business analysis; collects and analyzes the business requirements of the project; evaluates data through task analysis, business process, surveys and workshops; and transfers knowledge and provides suggestions to development team.
2. Prepares accurate and detailed requirement specifications documents, user interface guides and functional specification documents; documents acquired results of analysis and workflows; and obtains sign-off from client.
3. Communicates with external clients and internal teams to deliver product's functional requirements, such as screen, interface and GUI designs; coordinates with groups of business units for testing, evaluation of new applications and functions and determining issues in service or software.
4. Manages project development and execution; develops project plans and timelines; prepares and provides project schedule; manages project budget and resources; and ensures project is delivered within scope.
5. Creates reports and delivers presentations regarding project analyses; manages changes and issues; develops and carries out risk assessment; tracks and reports project milestones; and provides status reports.
6. Coordinates and communicates with customers, project sponsors and team members; determines requirement of external contractors or consultants; and leads, coaches and motivates team members.
7. Determines test results of project; completes post-project evaluations; and ensures successful archive of project documents post-project.

8. Manages the work of vendors; researches potential service providers; negotiates and participates in developing contracts; selects and manages vendors, consultants and contract employees; ensures adherence to policies and procedures; and assesses vendor performance.
9. Provides technical assistance to departments; acts as IT representative; and collaborates with departmental staff to plan and develop IT strategies.
10. Performs other related duties as required.
11. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**

- Project management tools and software packages.
- Principles and techniques of project management.
- Organization, departmental objectives, culture, interrelationships of business functions and their impact on Information Technology.
- Business process mapping or re-engineering.
- General information technology disciplines.
- Business analysis, Lean and Six Sigma.
- Software development lifecycle.
- Purchasing policies and procedures.
- Performance monitoring and reporting.
- Service level agreements.

- **Skill in:**

- Computers and applicable software.
- Project management.
- Mathematics.
- Critical thinking and analysis.
- Technical marketing.
- Problem solving and conceptual thinking.
- Teamwork and interpersonal relations.
- Contract negotiation.

- **Ability to:**

- Communicate clearly and effectively, both orally and in writing.
- Analyze and document complex business processes.
- Participate in the implementation of technical solutions.
- Interpret customer business needs and translate them into application and operational requirements.
- Identify and document business issues.
- Analyze and solve business problems.
- Research, analyze and evaluate new information technology methods and techniques.

- Interpret and apply Federal, State and local policies, laws and regulations.
- Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in Business Administration, Public Administration, Computer Science, Engineering, Management Information Systems, Computer Programming, Computer Technology or a related field and two years of business experience, business analysis, project management, and information technology experience or related field.

OTHER REQUIREMENTS

Valid Texas Driver's License.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.