City of Fort Worth, Texas
Job Description

Classification Title	Senior IT Business Planner		
Job Code:	PR2420	Job Family:	Professional
Pay Grade	710	Date Reviewed:	07/20/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Provides lead and complex information technology business analysis and support to assigned division or department. Procures, implements and maintains technology solutions for the department; oversees staff that performs the programming, maintenance and configuration of these solutions; and executes a broad range of duties, including project management, engagement management, technical analysis and training and contract management.

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. Works with business process owners and various stakeholders to elicit, document, analyze, validate and communicate requirements using established methods and tools for new and/or existing technology initiatives.

2. Communicates and collaborates with external and internal customers to analyze information needs and functional requirements and to deliver business planner artifacts as needed. Coordinates and communicates with stakeholders, management staff and vendor staff on project issues and status.

3. Serves as the conduit between the customer community (internal and external customers) and solution providers. Engages vendors, contractors and city personnel to bring technical solutions to projects.

4. Develops requirements specifications according to standard templates. Works with Project Managers to document requirements and business process flows; and manages requirements through the life of the project.

5. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of solutions implemented; and works with employees on continuous process and system improvement.

6. Assists in providing support to City employees in preparation of business cases leading to M&C requests for technology initiatives.

7. Maintains awareness of new developments in the field of information technology; and works with appropriate technical staff and others to incorporate/implement new developments as appropriate.

8. Conducts system analysis and design of business processes. Participates in evaluation of current and proposed information and business process flows and the costs/benefits of emerging technology. Collaborates with developers and subject matter experts to establish the technical vision and analyze tradeoffs between usability and performance needs.

9. Prepares feasibility studies, as applicable; and assists in development of Request for Information (RFI's), Request for Proposals (RFP's), analysis of vendor RFP responses, Mayor and Council Communications (M&C) and Minority and Women Business Enterprises (MWBE) forms.

10. Performs application administrator role during project implementation and helps train/transition to customer subject matter experts and/or others for ongoing support, as applicable.

11. Directs departmental and citywide projects. Manages the goals, scope, budget, resources, communications, risks and schedules of the projects assigned.

12. Participates in departmental procurement process for IT goods and services. Validates billing from vendors; interfaces with Purchasing Division and City Legal; and establishes purchasing agreements, as necessary.

13. Performs other related duties as required.

14. 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:**
  - Organization, departmental objectives, culture and interrelationships of business functions and their impact on Information Technology.
  - Business process mapping or re-engineering.
  - Management of projects involving responsibility for establishing objectives, activities, schedules and resources.
  - Multiple information technology disciplines.
  - Industry standard business analysis techniques.
  - Program development and administration.
  - Vendor management practices.
  - Application programming, database and system design.
  - Departmental systems.
- **Skill in:**
  - Delivering presentations.
  - Critical thinking.
  - Organization and time management.
  - Computers and applicable software.
  - Problem solving.
  - Negotiation.

- ➢ Programming.
- **Ability to:**
  - ➢ Communicate clearly and effectively, both orally and in writing.
  - ➢ Participate in the implementation of technical solutions.
  - ➢ Interact with others using strong, interpersonal, negotiation and presentation skills.
  - ➢ Interpret customer business needs and translate them into application and operational requirements.
  - ➢ Actively listen and interface with both technical and non-technical personnel.
  - ➢ Exhibit strong capabilities in grasping and documenting business issues.
  - ➢ Exhibit professionalism, honesty, integrity, respect for individuals and teamwork.
  - ➢ Display a high degree of initiative, energy, dedication, and innovation on a consistent basis to follow through on city initiatives.
  - ➢ Analyze and solve business problems.
  - ➢ Research, analyze and evaluate new information technology methods and techniques.
  - ➢ Manage resources in accordance with project schedule.
  - ➢ Develop functional specifications and system design specifications.
  - ➢ Manage client expectations.
  - ➢ Solicit and analyze incoming proposals for IT products and services.
  - ➢ Develop request for proposals and proposal analysis.
  - ➢ 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 six years of business experience, business analysis, project management, and information technology experience or related field.

OTHER REQUIREMENTS

None.

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.