

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Management Analyst I		
<b>Job Code:</b>	PR1900	<b>Job Family:</b>	Professional
<b>Pay Grade</b>	608	<b>Date Reviewed:</b>	06/10/15
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Performs a variety of analytical support duties related to organizational analysis, budget preparation and monitoring, and asset management; analyzes systems, processes, procedures and operations; and performs a variety of analytical and administrative tasks relative to assigned area of responsibility.

### 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. Provides a variety of analytical and research support in assigned department or division; analyzes and makes recommendations for the solution of budgetary, fiscal or operational concerns and issues.
2. Provides assistance in resolving operational and administrative problems; identifies problem area; conducts research to find alternative solutions; prepares reports to present and interpret data; makes recommendations; and completes forms, paperwork or other administrative procedures to assist in implementation of programs.
3. Participates in special projects including research of new programs and services industry benchmarking, and feasibility analyses.
4. Receives and responds to complaints and questions; reviews problems and recommends corrective actions; prepares summary reports as required.
5. Assists with the performance of process re-engineering studies for assigned department or division; conducts interviews with personnel to identify functional areas; collects historical data to plot trends; prepares profile of area being studied; maps process and work flows; and identifies problem/opportunity areas.
6. Develops, monitors, and analyzes department/division budget; approves budget expenditures and variances; communicates budget and funding issues or requests; reviews Purchasing Authorization Forms for increases outside the scope of current fiscal year budget; creates and submits journal entries for monthly adjustments; and creates analytical reports for quarterly re-estimates and year end.
7. Updates previous budget requests and supporting detail; analyzes changes to authorized positions and the impact to expenditures; reviews contracts and grants; and inputs data.

8. Coordinates management of department/division assets by creating an inventory of assets; generating reports of assets assigned to each division; maintaining asset management database or records; developing standard operating procedures for asset management; and ensuring assets are accounted for, inventoried and tagged.
9. Performs other related duties as required.
10. 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:**
  - Principles of budget preparation, analysis, forecasting and control.
  - Basic principles and practices of municipal accounting.
  - Methods and techniques of conducting research.
  - Principles and practices of record keeping.
  - Methods of research, program analysis and report preparation.
  - Pertinent federal, state and local laws, codes and regulations.
  - Purchasing and procurement procedures.
  - Financial reporting system.
- **Skill in:**
  - Organization and time management.
  - Forecasting, planning and analysis.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Use computers and applicable software.
  - Perform administrative technical support duties in a variety of areas.
  - Recognize administrative and operational deficiencies and recommend corrective actions.
  - Participate in the development and administration of an assigned budget.
  - Prepare clear and concise reports.
  - Prepare and facilitate an inventory.
  - Create and deliver presentations.
  - Establish and maintain effective working relationships.

## **MINIMUM JOB REQUIREMENTS**

Master's degree from an accredited college or university with major course work in Public Administration, Finance, Business Administration, or related and no previous experience required.

## **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, stooping, kneeling, crouching, reaching, 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.*

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.