

City of Fort Worth, Texas Job Description

Classification Title	Senior Management Analyst		
Job Code:	MG1591	Job Family:	Management
Pay Grade	612	Date Reviewed:	06/22/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Coordinates and leads staff responsible for providing complex analytical and administrative support; oversees and conducts research, policy analysis and budget/financial activities; coordinates assigned activities with other divisions, outside agencies and the general public; and provides highly responsible and complex staff assistance to higher level management staff.

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. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Participate in the development and implementation of goals, objectives, policies and priorities; recommend and implement resulting policies and procedures; prepare, develop, analyze and provide recommendations for organizational structures, work methods and procedures, management control systems and unit productivity.
3. Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff; implements improvements; and prepares reports which present and interpret data collected and compiled.
4. Directs, coordinates and reviews the work plan for assigned program services and activities; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods and procedures; and meets with employees to identify and resolve problems.
5. Implements new systems, methods and procedures; monitors program progress in meeting goals and objectives; conducts updates with department head to inform of project progress; makes adjustments as necessary; designs various survey instruments; and interprets, analyzes and makes recommendations from data.
6. Coordinates and participates in process re-engineering studies for assigned department or division; conducts interviews with personnel to identify functional

areas; analyzes historical data to plot trends; prepares profile of area being studied; maps process and work flows; and identifies problem/opportunity areas.

7. Coordinates the development, analysis, formulation and administration of the annual budget; reviews requests for staffing and capital outlay; forecasts funds needed for staffing, equipment and various projects; prepares departmental budget presentations; monitors and approves expenditures; and recommends adjustments as necessary.
8. Participates in special projects, including research of new programs and services, budget analysis and preparation and feasibility analyses; and prepares and presents reports detailing findings and recommendations.
9. Administers assigned contracts; negotiates and prepares complex requests for proposals or contracts with external professional service providers and vendors; monitors work progress; and ensures adherence to project schedules and budgets.
10. Provides staff assistance to higher level management; participates on a variety of committees; and prepares and presents staff reports and other correspondence as appropriate and necessary.
11. Coordinates assigned program activities with those of other divisions and outside agencies and organizations.
12. Performs other related duties as required.
13. 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:

- Theory and practical application of the business re-engineering process.
- Methods and techniques of mapping work and process flows.
- Behavior modification techniques to introduce change process.
- Methods and techniques of incorporating Total Quality Management principles into assigned operational area.
- Management business practices, principles, functions and processes.
- Operational characteristics, services and activities of assigned program area including administrative, financial, human resources, or operations functions.
- Advanced principles of municipal budget preparation, analysis, forecasting and control.
- Principles of supervision, training and performance evaluation.
- Principles and practices of business administration and human resources management.
- Principles and practices of municipal accounting and budgeting.
- Methods and techniques used to conduct a variety of analytical studies.
- Methods of research, program analysis, and report preparation.
- Management business practices, principles, functions and processes.

- Trends and current development of management theory.
- Organization objectives, procedures, policies and regulations.
- Principles and procedures of record keeping.
- Office equipment including computers and supporting word processing and spreadsheet applications.
- Pertinent Federal, state and local laws, codes and regulations.
- **Skill in:**
 - Organization and time management.
 - Research and analysis.
 - Problem solving.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Research, analyze, and evaluate programs, policies, and procedures.
 - Recognize organizational and operational deficiencies and recommend corrective actions.
 - Plan and supervise research projects regarding city functions and operations.
 - Supervise, direct and coordinate the work of subordinate employees.
 - Select, supervise, train and evaluate subordinate employees.
 - Recommend and implement goals and objectives for providing effective services.
 - Apply practices, theories, techniques and management methodology to assigned area.
 - Coordinate and administer budget process for assigned department or division.
 - Prepare, evaluate, administer and monitor professional contract services.
 - Develop training materials and conduct workshops on improved systems and procedures.
 - Interpret and explain city policies and procedures.
 - Prepare clear and concise reports.
 - 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 field and four years of experience in the analysis of processes, procedures ,operations, systems or methods, including experience in the functional area of assignment such as budget/financial management, research analysis or related experience.

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.