

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Senior Strategic Business Analyst		
<b>Job Code:</b>	PR2580	<b>Job Family:</b>	Professional
<b>Pay Grade</b>	612	<b>Date Reviewed:</b>	06/23/15
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Coordinates and leads staff responsible for providing complex analytical support to various departments throughout the City; oversees and conducts research, benchmarking, and analysis of financial business policies, processes, procedures and operations; makes recommendations to address issues identified; and works with departments to implement recommended changes to processes, procedures or policies.

### 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. Updates the department's Annual Business and Work Plans. Prioritizes initiatives and projects related to business process improvements through the use of applied technology.
3. Designs reports and analyzes data associated with key performance measures and department's balanced scorecard; leads business decisions; and adjusts and responds to measurable objectives and deliverables.
4. Designs comprehensive project plans based upon the Annual Business and Work Plans; and defines, documents, analyzes and improves business processes and systems.
5. Coordinates strategic programs and initiatives; develops and delivers training programs based on customer-identified needs; and performs research, produces recommendations and delivers presentations on specified topics.
6. 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.
7. Participates in internal and external workgroups/committees, as assigned; and provides staff assistance to senior management.

8. Performs other related duties as required.
9. 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.
- Planning, managing, implementing and tracking technology and business process improvement projects.
- General business practices, principles, functions and processes.
- Operational characteristics, services and activities of assigned program area including administrative, financial, human resources, or operations functions.
- Principles of municipal budget preparation, analysis, forecasting and control.
- Principles of supervision, training and performance evaluation.
- Principles and practices of municipal accounting, budgeting, and financial management.
- Finance department operations.
- 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.
- Principles of effective project management.

- **Skill in:**

- Critical thinking and decision making.
- Time management and organization.
- Delivering presentations to a variety of audience members.
- Timely completion of research.

- **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.
- Track, account and report data.
- 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 Finance, Accounting, Public Administration, Business Administration or a related field and four years of directly 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.*

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.