

PUBLIC WORKS AND UTILITIES ANALYST

SUMMARY/PURPOSE

To perform a wide variety of complex, difficult, and specialized professional financial, accounting, analytical, and administrative duties in support of Public Works and Utilities Department functions, and operations, and program areas including financial analysis, special projects, research studies, budget analysis, contract administration, and other specialized functions involving the use of independent judgment and personal initiative.

ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned)

1. Analyze and interpret financial reports of revenues, operations, capital projects, and loans for the Public Works and Utilities Department and the related General Fund; prepare projections used for planning purposes.
2. Administer and coordinate significant and complex functions or projects;
3. Participate in the development and implementation of goals, objectives, and priorities for assigned functions or programs; recommends and implements resulting policies, procedures; and guidelines.
4. Prepare and present technical, administrative, and financial analytical and statistical reports that present and interpret data, identify alternatives, and present and justify conclusions, forecasts, and recommendations based on data summaries and other findings.
5. Participate in the budget development; analyze proposed capital, operating, and maintenance expenditures; prepare reports and analyses related to impact of budgetary decisions; prepares financial forecasts.
6. Develop financial models for operating the various utilities; monitors financial operations for various utilities.
7. Prepare annual rates and fees worksheets and assists with Public Utilities Commission and City Council presentations.
8. Provide assistance in resolving operational and administration issues; identifies issues and conduct research to find alternative solutions; make and assist in the implementation of recommendations.
9. Coordinate, implement, and monitor special projects; perform complex research and analysis of new programs, services, policies, and procedures; prepare and present reports.
10. Plan, coordinate, and evaluate activities associated with assigned contracts; participate in research and evaluation of proposed contractual obligations and agreements; assist in contract negotiations and administration; monitor compliance with applicable contractual agreements.
11. Prepare and assist with data and financial reports needed to submit requests for grant and loan applications; review capital project expenditures and prepares reports.
12. Analyze federal, state, and local legislative proposals for impact on assigned operations.
13. Provide highly responsible staff assistance to higher-level management staff; participate on and provide staff support to a variety of committees, boards, and commissions; prepare and present staff reports and other correspondence as appropriate and necessary.
14. Coordinate and collaborate with departments, divisions and outside agencies; serve as a liaison with public and private organizations, community groups and other social organizations; provide information and serve as a resource.
15. Attend and participate in professional group meetings; maintain awareness of federal, state and local regulations.
16. Coordinate the work of lower level administrative support staff.
17. Perform related duties as required.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required

1. Education and Experience Requirements
 - A. A Bachelor's degree from an accredited college or university with major course work in finance, accounting, public administration, business administration, economics, or a related field with at least two (2) years of experience in financial planning, reporting or business analysis; or
 - B. A combination of education, increasingly responsible administrative, analytical and/or accounting experience, and training totaling eight (8) years.
 - C. Financial and accounting experience in a public utilities group is highly desirable.

2. Knowledge Requirements
 - A. Knowledge of principles and practices of accounting.
 - B. Knowledge of principles and practices of budget preparation and administration.
 - C. Extensive knowledge of principles and procedures of financial record keeping and reporting including public sector budget and accounting processes.
 - D. Knowledge of methods and techniques of statistical and financial analysis.
 - E. Knowledge of methods and techniques of data collection, research, and report preparation.
 - F. Knowledge of principles and practice of program development.
 - G. Knowledge of organization and operation of municipal government.
 - H. Knowledge of operational characteristics, services and activities of a utilities program.
 - I. Knowledge of office procedures, methods, and equipment including computers and applicable software applications.
 - J. Knowledge of principles and practices of public sector contract administration.
 - K. Knowledge of contracting process and procurement language.
 - L. Knowledge of basic principles of supervision and training.
 - M. Knowledge of research and analysis methods and techniques.
 - N. Knowledge of program analysis, planning, implementation and evaluation principles and techniques.

4. Skill Requirements
 - A. Skill in operating standard office equipment.
 - B. Skill in project planning, implementation and evaluation.
 - C. Skill in preparing clear, concise, written reports and correspondence.
 - D. Skill in operating a personal computer and software applications including word processing, database analytical tools, spreadsheet and presentation software, to effectively produce complex, professional reports, charts, and other documents.
 - E. Skill in communicating effectively, both orally and in writing.
 - F. Skill in collecting, evaluating and interpreting complex information and data.
 - G. Strong analytical and critical thinking skills, with ability to challenge and research factors behind the financials.
 - H. Skill in managing and tracking multiple projects concurrently.
 - I. Skill in directing the work of others

5. Ability Requirements
 - A. Ability to develop financial models for operating various utilities.
 - B. Ability to monitor financial operations.
 - C. Ability to research and analyze complex problems and prepare recommendations on a variety of issues.
 - D. Ability to understand the organization and operation of the Public Works and Utilities Department and outside agencies as necessary to assume assigned responsibilities.
 - E. Ability to read, interpret, and correct financial statements.
 - F. Ability to understand the City's budget and accounting processes.

- G. Ability to interpret and apply pertinent federal, state and local laws, codes and regulations as well as City policies and procedures.
 - H. Ability to research, analyze and evaluate programs, policies and procedures.
 - I. Ability to prepare clear and concise administrative and financial reports for varying audiences.
 - J. Ability to maintain accurate and complete records on programs and operations.
 - K. Ability to lead, organize and review the work of lower level staff as assigned.
 - L. Ability to organize and prioritize work flow.
 - M. Ability to develop and maintain effective working relationships with supervisors, co-workers, other city departments and organizations.
 - N. Ability to work independently without direct supervision.
6. Physical Ability Requirements
- A. Ability to sit for extended periods of time.
 - B. Ability to occasionally lift and carry items weighing up to 10 pounds.
 - C. Visual acuity to prepare and analyze data and figures.
 - D. Manual dexterity to use keyboard and calculator.
 - E. Ability to talk and hear to obtain and provide information
 - F. Ability to attend work on a regular basis.

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