

CITY OF ROSWELL, GEORGIA
CLASSIFICATION SPECIFICATION

Code:	E715
FLSA:	E
WC:	8810
PG:	515
EEO:	2

CLASSIFICATION TITLE: SENIOR TECHNICAL ANALYST

PURPOSE OF CLASSIFICATION

The purpose of this classification is to plan, execute, and coordinate a broad range of technical and operational analyses of the Department's operations including: water, stormwater, sanitation/recycling, and fleet management. This classification will support Department staff in responding to challenges and opportunities by assessing systems, operations, and assets; developing improvement options; justifying and implementing recommendations that enhance operations and customer service. Organizes and leads teams; develops action plans and scopes of work; analyzes technical, operating performance, and cost data; recommends project and program scopes and implementation strategies; manages project and program implementation; and develops and presents progress and performance reports.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises and directs projects, programs, studies, capital project design and construction, and operational improvement initiatives. Develops, analyzes, and manages projects and programs throughout the department to enhance customer service and promote efficient, effective performance. Monitors spending to ensure compliance with established rules and requirements; reviews various accounting documents to evaluate the budget status.

Represents the division and the department in various administrative and professional situations; prepares and provides professional recommendations; represents the department and provides recommendations to outside groups.

Performs and or provides oversight for various complex technical tasks to support a variety of department functions. Typical duties may include, but not be limited to: conduct site reviews; interview City staff; complies with applicable local, state, and federal regulations; researches relevant best practices; reviews work plans. Coordinates with various groups and individuals to collect and manage information and assistance; interprets data; develops and analyzes options efficiently; presents findings and recommendations. Mentors junior staff to enhance their business practice analysis and improve implementation skills. Reviews standard operating procedures, construction specifications, and prepares recommendations for updates.

Communicates effectively with City officials, board/committee members, employees, etc. Coordinates and collaborates with other City Departments as well as external agencies, citizens, vendors, and consultants as needed to accomplish department objectives and initiatives.

Operates a personal computer, fax machine, phone system, copier, engineers scale, architectural scale, and other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, and other system software utilized by the department.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in engineering, finance, business, environmental science, or related field; six to ten years of progressive experience in project management, relevant environmental / public works operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license.

Prefer at least four of the following skills or qualifications:

- Business performance analysis
- Business case (i.e., decision support) evaluations
- Life-cycle cost and return on investment analyses
- Georgia Professional Engineer License
- Project Management Certification by the Project Management Institute, or comparable organization
- Construction Management Certification by the Project Management Institute, or comparable organization
- Master's Degree
- Lead author on a published paper in a professional journal
- Relevant technical analysis software and related database programs (e.g., GIS, simulation modeling, database, maintenance management)

PERFORMANCE APTITUDES

Specific Knowledge, Skills, or Abilities: Requires broad working knowledge of: study design and construction theories, principles, practices and materials; business optimization principles and practices; and project management principles and practices. Must be able to read and interpret engineering/design plans and specifications, site plans, construction specifications, maps, and plats.

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives. Must understand how to compile, interpret, and integrate geospatial, time series, and financial data in complex decision-support analyses.

Human Interaction: Requires the ability to develop and lead teams and work groups in the absence of supervision / subordinate relationships. Requires excellent written and verbal communication skills. Requires working effectively with individuals having different educational, cultural, and experience backgrounds.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to start, stop, operate and monitor the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, rain, temperature extremes, unsafe structures, heights, confined spaces, electric currents, bright/dim lights, or rude/irate customers.

The City of Roswell is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.