MISSION:
To make Tempe the best place to live, work and play.

VALUES:
People... Integrity... Respect... Openness... Creativity... Quality...

PLANNING & RESEARCH ANALYST

Purpose:

To actively support and uphold the City's stated mission and values. To perform complex, highly responsible professional duties to support a department's administrative systems, programs, policies, procedures and practices and to provide assistance to a department manager, deputy manager or division director. Additionally, to perform a variety of tasks related to the development, integration and implementation of long- and short-range plans to support the operations of the department.

Supervision Received and Exercised:

Receives general direction from the department manager, deputy department manager or division director.

May exercise direct supervision over subordinate professional, para-professional, technical and administrative staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Develop and coordinate long-range and short-range strategic and technical planning efforts for the department; present and articulate long- and short-range plans to City or other audiences as required; prepare, edit and publish long- and short-range planning documents to serve as a focus for department operations.

- Consult with management to ensure consistency of plans with overall City and departmental direction and needs; create and participate on interdepartmental task forces designed to solve specific problems; speak to community groups regarding City,

department or division programs; serve as liaison between citizens and City departments or divisions; respond to press inquiries and may state City's position if authorized to do so; confer with and provide guidance and direction to department manager, deputy manager and/or division directors and other management and supervisory staff; advise department managers, deputy managers and/or division directors and supervisors on the technical and/or administrative management of their operations and inform them on City-wide policies and procedures; resolve administrative and technical problems with other staff and employees.

- Research and study current literature on municipal administration and operation for the purpose of making recommendations; review and recommend action on proposed and approved legislation and regulations to determine their impact upon the division or department.

- Participate in the forecasting of additional funds needed for staffing, equipment, materials and supplies.

- Recommend and implement goals and objectives for special programs, projects and systems; participate in department's short- and long-term planning; establish schedules and methods for program operations; oversee the implementation of policies and procedures.

- Perform extensive research for special projects; collect information on operational and administrative problems and perform comprehensive analysis; synthesize information and make recommendations on policy issues; prepare comprehensive administrative, operational, and statistical reports or manuals for use by internal and/or external organizations; present issues and recommendations to various committees, the Mayor, and/or the City Council; supervise and prepare monthly, quarterly and annual reports.

- Prepare, administer and monitor the department's operating and capital improvement budgets; coordinate the budgeting process; maintain and monitor budget controls for the department; prepare and/or approve budgetary transfers as required; prepare cost estimates for budget recommendations and submit justification for budget items; monitor and control expenditures; advise managers and other administrative personnel on budget problems, policies, and procedures.

- Prepare and assist others in the preparation of specifications for departmental purchases; make recommendation for bid awards; serve as primary contact in the department for all purchasing functions; approve and monitor requisitions for payments and purchases in the department.

- Perform related duties as required.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible professional administrative or program management experience, preferably in a public agency. Some supervisory experience is preferred.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, management science, business administration or a related field. A Master's Degree is highly desirable.

Licenses/Certifications:

None

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 104.

Job Code: 2113

Salary Range: 40

Compensation Plan: P40 / Regular

FLSA: Exempt

Revised October 1997
Revised July 2002 (Title Changed)
Revised November, 2002
Revised January, 2003