



# City of Tempe

## TRANSPORTATION FINANCIAL ANALYST

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	359	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Engineering & Transportation	<i>Salary / Hourly Minimum:</i>	\$64,252
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$86,740
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Municipal Budget & Financial Analyst II+
<i>Drug Screen / Physical:</i>	N		<i>EEO4 Group:</i> Professionals

### DISTINGUISHING CHARACTERISTICS

### REPORTING RELATIONSHIPS

Receives general direction from the Engineering & Transportation Director or from other management staff.

Exercises functional and technical supervision over other professional and administrative support staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Five years of responsible professional administrative or program management experience in a public agency, of which three years must have included significant financial analysis and control. Some supervisory experience is desirable.
<i>Education:</i>	Equivalent to a Bachelor's degree from an accredited college or university with major course work in finance, accounting, real estate, public administration, business administration or degree related to the core functions of this position. A Master's degree is highly desirable.
<i>License / Certification:</i>	None

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform a variety of complex and responsible professional financial analysis and administration duties related to the Engineering & Transportation Department including the CP/East Valley Light Rail Project; to provide complex staff

assistance to the Engineering & Transportation Director and to the Redevelopment Manager; to functionally supervise other professional and administrative support staff.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Perform complex financial analysis and financial administration work related to the Transportation program involving economic models, financial projections, and tracking routines. Prepare, administer and control the Department's operating and capital improvement budgets.
- Develop and administer cost accounting procedures that relate expenditures to specific cost areas in Transit Operations (Admin, Bus Operations, Transit Store, Marketing, Bus Stop/Bikeway Maintenance, Transit Property, Light Rail Admin, Transportation Systems & Planning & Project Review), Traffic Engineering, CP/East Valley Light Rail Project and the Transit capital improvement program.
- Supervise and perform extensive research for special projects utilizing federal grant funding (e.g. Federal Transit Administration Circulars, Single Audit requirements, Federal OMB guidelines & Governmental Accounting Standards & Principles).
- Create comprehensive financial reports related to the Transportation project funds, O&M costs, federal grants, leasing revenues, service revenues and accounts receivable; analyze these reports and records to determine trends or irregularities; supervise and prepare monthly, quarterly, and annual reports.
- Supervise and prepare, administer and monitor the federal grants for the Transportation program including the CP/East Valley Light Rail Project; coordinate budgetary input from various departments throughout the City; prepare and mail federal grant reimbursement requests on a quarterly basis; record & maintain financial records related to land acquisitions and parcel changes within the Light Rail corridor; confer and coordinate with Financial Services and Bond counsel on Transportation bonding issues; apply for and administer new and existing grants; prepare specialized Light Rail reports.
- Monitor and administer activities in the Transit Leased Properties account, including research of current lease rates, occupancy & vacancy status, operating and maintenance costs and property management oversight issues.
- Monitor and administer development and financial activities in the Bus Operations Program; provide annual National Transit Database (NTD) report to the Federal Transit Administration; coordinate with the Regional Public Transportation Authority regarding bus service contract & payment issues.
- Make presentations and answer financial questions from the Transportation Commission, Accountability & Governance Committee, Valley Metro Rail, External Auditors, Federal Transit

Administration and the general public; attend, facilitate and speak at conferences and workshops.

- Functionally supervise other professional and administrative support staff members in the area of their financial, contractual, and/or cash handling duties.
- Act as final point of contact for all purchasing activities within Transportation; approve and monitor all requisitions for payments and purchases in the Department.
- Administer contracts related to the Bus operations, Light Rail Project and other projects as needed.
- Prepare the Department's short and long-term financial planning goals; recommend and implement goals and objectives for special programs, projects and systems; establish schedules and methods for program operations; supervise the implementation of policies and procedures.
- Participate in the selection of financial staff; provide or coordinate staff training.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

### PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work in a stationary position for considerable periods of time;
- Operates computers, calculators and other office machines;
- Extensive reading and close vision work.

### COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

*For more information about the City of Tempe's competencies for all classifications:*

[City of Tempe, AZ : Competencies](#)

### JOB DESCRIPTION HISTORY

*Effective March 2005 (Reclass of Transit Finance Spec)*

*Revised July 2007(update job duties, received direction from)*

*Revised January 2017 (add physical/mental activities)*

*Revised March 2019 (PW Reorg – moved to Engineering & Transp. Dept.)*

