



City of Tempe

MUNICIPAL UTILITIES PLANNING & RESEARCH ANALYST

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	352	<i>Department:</i>	Municipal Utilities
<i>Supervision Level:</i>	Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Sr. Management Assistant
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>Physical:</i>	No

Click [here](#) for more job classification information including current salary range.

REPORTING RELATIONSHIPS

Receives general direction from the Municipal Utilities Director.

Exercises direct supervision over assigned staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Three (3) years of experience in budget, finance, economics, management analysis or accounting work which should include at least two (2) years of budget and finance experience in government.
<i>Education:</i>	Equivalent to a bachelor's degree from an accredited college or university with major course work in public administration, finance, statistics and research, accounting, management science, business administration or degree related to the core functions of this position.

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, highly responsible professional financial analysis and professional duties to support the enterprise funds of the Municipal Utilities Department; and 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.

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.

- Develop and coordinate long-range and short-range strategic, financial and technical planning efforts; present and articulate long- and short-range plans to City or other audiences as required; prepare, edit and publish long- and short-range strategic planning and financial documents;
- Consult with management to ensure consistency of plans with overall City departmental and division direction and needs;
- Participate in the forecasting of additional funds needed for staffing, equipment, materials and supplies;
- Oversee and act as central point of contact for the water, wastewater, and solid waste rate studies; develop revenue forecasts, market analysis, and customer impact analysis; and plan, prepare and present rate recommendations;
- Oversee and act as central point of contact for the water, wastewater and solid waste rate studies;
- Coordinate activities, studies and analyses related to water and wastewater Development Impact Fees;
- Establish Golf fee and rate schedules;
- Establish audits of financial collections and fee schedules;
- Respond to surveys and inquiries from various agencies, consulting firms and individuals;
- Recommend and implement goals and objectives for special programs, projects and systems; initiate and participate in short and long-term strategic planning; establish schedules and methods for program operations;
- 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 operating and capital improvement budgets for the Solid Waste, Water/Wastewater and Golf enterprise funds; coordinate the budgeting process; maintain and monitor budget controls; monitor and control expenditures; advise managers and other administrative personnel on budget problems, policies, and procedures;
- Incorporate and align operational goals and financial goals within the divisions;
- Establish practices to ensure fiscal sustainability and progress toward fund-specific goals;
- Research economic trends at national, regional, state and local levels;
- Provide pro-active performance planning utilizing performance management tools;
- Perform related duties as required.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work in a stationary position for considerable periods of time;
- Operate computers, calculators and other office machines using repetitive hand/eye movement;
- Considerable reading and close vision work;
- May require working extended hours.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
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

Revised October 1997

Revised July 2002 (Title Changed)

Revised November 2002

Revised January 2003

Revised August 2010 (updated job duties & min quals)

Revised June 2016 (updated job duties to reflect PW enterprise funds)

Revised July 2019 (Reorg from PW - update job title, reporting relationship, & moved to Mun Util Dept)

Revised February 2022 (new benchmark)