

**City of Dunedin, Florida**  
Class Description

**Position Title: Business Analyst**  
Public Works Department

**GENERAL STATEMENT OF JOB**

Under general direction, performs various duties in the daily operation of the Public Works Department ensuring compliance with applicable business standards and methods and principles of sound business management. Incumbent will perform process improvement analysis, create the annual work plan for Public Works, projections of level of service and annual comparisons year over year. Develops data driven operational practices and assists with the implementation of the maintenance management / asset management program. Supports implementation of new operational practices, asset / maintenance management system and analyzes work data and business processes. Reports to the Public Works Director.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

***The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position.***

Analyzes, develops and implements process improvements relating to work management and asset management.

Develops and maintains activity guidelines.

Calculates avoidable and full overhead costs and updates FEMA rate documentation for equipment and staff to support the work management system and fleet rates.

Assists with the preparation of the department's annual work plan, analyzes and updates annual level of service projections and plan vs actual comparisons year over year.

Requires the ability to apply advanced accounting, finance and budgeting theory.

Provides assistance to operating entities, divisions, or sections to provide services and support information processing needs and troubleshoots business process problems.

Creates Work Plan budget and program budget and the use of strategic software for department budgeting.

May perform a wide range of associated and related work with coordination or special projects, such as, analysis, operation reviews, report preparation, program planning, research, change initiatives, and group presentations.

Conducts data audits, prepares reports, and submits recommendations for management review.

Produces operational activity reports using a variety of software applications such as Access, Excel, Tyler Munis financials, Naviline, work management and asset management systems, and Cleargov for use by staff, supervisors, and managers.

### **ADDITIONAL JOB FUNCTIONS**

Performs general office work as required, including typing reports and correspondence, entering data into the computer, copying and filing documents, and answering the telephone.

Assists both internal and external customers.

Performs related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires a Bachelor's degree in business, accounting or related field with two years of experience in business, accounting and/or financial or budget analysis.

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

### **SPECIAL REQUIREMENTS**

Must possess a valid Florida driver's license.

Requires strong proficiency with Microsoft Excel, Word, PowerPoint and database programs, preferably Access and the ability to utilize work management systems and financial accounting system applications. Experience in Tyler Munis system preferred.

This position is Category B for the purposes of Dunedin Emergency Management. The incumbent may be required to remain onsite/available as scheduled during times of emergency as declared by the City/County Commission or City Manager, or report for duty immediately following an emergency event.

### **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of the methods, procedures and policies as they pertain to the performance of essential duties of the Business Analyst. Is

knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge of the areas of business, finance, budget development and analysis, is able to make sound, educated decisions. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Is able to read and interpret complex materials pertaining to the responsibilities of the job. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner. Knows how to make public presentations. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to extrapolate and integrate data and/or information for predicting, anticipating and planning for future events impacting the organization. Includes determining strategic and tactical decisions at the highest organizational levels of authority and responsibility. Is able to compile, organize and utilize various financial and business information necessary in the preparation of departmental budgets, work plans and process improvements and monitor and compare level of service to the annual work plan.

**Human Interaction:** Requires the ability to exchange information for the purpose of obtaining information or clarifying details. Performs such within well- established policies, procedures and standards. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation.

**Equipment, Machinery, Tools and Materials Utilization:** Requires the ability to use, operate and/or handle equipment such as a computer, recorder, copier, calculator, telephone, and microfiche. Has knowledge of and skill in the use of modern office equipment, including computers.

**Verbal Aptitude:** Requires the ability to use synthesis data and information, as well as reference, descriptive, design, advisory and consulting data and information as applicable. Has thorough knowledge of terminology and related professional languages used within the department as such pertain to work responsibilities. Has the ability to speak, write and understand the English language.

**Mathematical Aptitude:** Requires the ability to apply advanced mathematical and accounting concepts, to include integration of related functions; ability to perform and interpret statistical calculations which include cost modeling.

**Functional Reasoning:** Requires the ability to apply principles of logical or scientific thinking to implement both intellectual and practical relationships. Involves responsibility for consideration and analysis of complex organizational problems of major functions.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in critical and/or unexpected situations involving high risk to the organization. Has the ability to plan and develop daily, short- and long-term goals related to organizational goals. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner.


### **ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some positions require sufficient hand/eye coordination to perform semi- skilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies.

**Sensory Requirements:** Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

**Environmental Factors:** Tasks are regularly performed without exposure to adverse environmental conditions. Tasks may require extensive computer screen exposure.

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



\_\_\_\_\_  
Public Works Director

5/31/24

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Date