

ANALYTICS PROJECT SPECIALIST

POSITION SUMMARY: This is a professional position responsible for highly detailed, technical work related to database design, implementation, and analysis. The analytics project specialist works under the direction of the city manager and in coordination and cooperation with department heads and the information technology (IT) department. This position performs in-depth database design and administration and data analysis, with an emphasis in public safety. The analytics project specialist works with a diverse group of internal contacts at various levels of the organization as well as with external contacts. Within its prescribed limits, work is performed on large complicated projects with considerable independence. Independent judgment is required to plan, prioritize, and organize a diversified work load.

SUPERVISION RECEIVED: Work is performed under the direction of the city manager or designee.

ESSENTIAL JOB FUNCTIONS: *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. The analytics project specialist conducts analytical studies, special research, and other projects at the direction of the city manager.
2. The analytics project specialist consults and works cooperatively with the city manager and department heads regarding data needs and establishes priorities, develops plans and goals, and implements projects.
3. The analytics project specialist confers with the IT department to determine capabilities of existing systems required for data processing projects and staff workload. A person in this position develops, modifies, and maintains applications that may be customized or standardized and participates in design and coding activities with the IT staff.
4. The analytics project specialist provides innovative and specialized application development and technical support to users. A person in this position meets with department representatives, analyzes requirements, recommends solutions, tests new and existing database application solutions, and coordinates implementation.
5. The analytics project specialist develops and implements state-of-the-art IT database strategies and platforms to meet current and future business needs.
6. The analytics project specialist provides technical and procedural direction to department clients to implement ideas and concepts, as well as interact with users and technical staff.
7. The analytics project specialist provides direction solving complex problems related to data research, extraction, and analysis, and participates in direct interaction with programmers as required.
8. The analytics project specialist identifies process improvement opportunities and collaborates with users and IT staff to implement improvements.
9. The analytics project specialist performs research and extracts and analyzes data to

identify critical information for public safety, such as crime and fire activity and trends.

10. The analytics project specialist provides timely, detailed, and accurate reports in a format that is easily understandable by and valuable to users.
11. The analytics project specialist trains users to interpret and use data, statistics, and reports generated by various software programs, and provides training to generate those reports.
12. The analytics project specialist develops and implements plans to oversee data and database administration and ensure smooth transition to new technology.
13. The analytics project specialist develops programs, applications, and software interfaces to maximize software and system usefulness.
14. The analytics project specialist performs other duties required.

KNOWLEDGE, SKILLS AND ABILITIES: *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. A person in this position must possess a bachelor's degree in business information systems, information technology, or a related field, and significant advanced technical experience in database administration and design. An equivalent combination of education, training, and experience may substitute for the degree requirement. An entrant into this classification who has not met the degree requirement must demonstrate acceptable progress toward attaining the degree in order to advance in the pay range. The degree requirement must be attained in order to advance to the top step of the pay range.
- B. A person in this position must be proficient in the IT field, including hardware, software, and specialized applications. The analytics project specialist will be expected to identify and complete training as necessary to maintain expertise in the rapidly changing field of IT.
- C. A person in this position must possess and maintain licenses and certifications as required.
- D. A person in this position must demonstrate advanced ability with Microsoft Office programs, with significant experience in Excel and Access. A person in this position must be able to demonstrate the ability to use and quickly learn standard and proprietary software systems, including but not limited to law enforcement, fire, and finance systems. An analytics project specialist should possess experience with Geographic Interface Systems (GIS).
- E. A person in this position must demonstrate thorough knowledge of modern principles, methods, materials, techniques, and practices used in database design, administration, and extraction.
- F. A person in this position must demonstrate the ability to assemble and present accurate reports and records and compile statistics. An analytics project specialist should possess systematic and innovative work habits, excellent organizational skills, and a proven ability to successfully solve problems.
- G. A person in this position must demonstrate the ability to communicate and present

information effectively to varied audiences both verbally and in writing.

- H. A person in this position must demonstrate the ability to extract, gather, analyze, and interpret data and the ability to prepare understandable, useful, accurate, and timely reports, charts, spreadsheets, and memoranda.
- I. A person in this position must demonstrate the ability to establish effective and cooperative working relationships and use tact, good judgment, and resourcefulness when working with superiors, associates, subordinates, volunteer workers, other organizations, contractors, vendors, and the public.
- J. A person in this position must be able to identify and understand customer needs and approach project designs from multiple perspectives.
- K. A person in this position must demonstrate the ability to think strategically and proactively, learn about diverse City operations and processes, and communicate effectively, maintaining favorable public relations.
- L. A person in this position must be able to work effectively individually and as a team member, within deadlines, under stress, and with changing work priorities. A person in this position must have excellent time management skills, be able to handle multiple projects at one time, and be results-oriented.
- M. A person in this position must possess a valid Michigan motor vehicle operator's license.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to talk or hear. While performing the duties of this job, the employee is regularly required to communicate with others and view and produce written documents. The employee frequently is required to sit; have dexterity of hands and fingers to operate a computer keyboard and mouse, tools, and to handle other computer components. The employee must frequently lift and/or move items of light to moderate weight, such as computers, servers, and peripherals.

While performing the duties of this job, the employee regularly works in a business office setting. The noise level in the work environment is usually quiet to moderate.

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