

Senior Fiber Analyst

DEPT: Power Department
DIV: Fiber Division
DATE: December 2024

FLSA: Exempt
EEOC: Professionals



POSITION SUMMARY

Performs a variety of **professional, specialized complex administrative and management** analysis work and project management in support to the Fiber Division.

SUPERVISION RECEIVED

Works under the guidance and direction of the Fiber Manager.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Respond to resident inquiries promptly and professionally through multiple platforms. Develop and implement marketing programs, plan and coordinate open houses to engage and educate the community, and manage social media content to inform and interact with the public about fiber projects.

Assist in building division budgets, ensuring all necessary costs are accounted for, and tracking expenses to ensure alignment with financial plans. Provide regular updates on budget status, including variances and potential adjustments, to ensure financial transparency. Estimate future revenues and costs based on past data, project plans, and market trends to support accurate financial planning.

Review vendor, partner, and contractor invoices for accuracy and maintain detailed financial records.

Track project expenses by area, ensuring that all financial data is precise and aligned with the approved budget.

Track project progress by area and overall, maintaining detailed records and generating progress reports. Use these records to keep stakeholders informed and provide updates on the project's current status and anticipated completion.

Analyze multiple project statistics and use data-driven insights to support decision-making. Collaborate with internal teams, contractors, and city officials to ensure smooth project execution and maintain transparency and accountability throughout the lifecycle of the project.

Represent the Fiber Division as directed; attend and/or conduct various city meetings as assigned; participate in decision-making processes; prepare staff reports and materials addressing issues and operations; develop preliminary recommendations for alternative courses of action; represent the Fiber Division at various meetings, outside government agencies, and other citizen groups relative to goals, actions and activities of the City.

Foster relationships with developers through various channels, including participation in Development Review Committee meetings, as assigned.

Perform additional tasks and responsibilities as needed.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from an accredited college with a Bachelor's degree in business or public administration or related field of study;

AND

B. Two (2) years of experience as an analyst or related position in municipal management;

OR

C. An equivalent combination of education and experience

2. Knowledge, Skills, and Abilities:

Considerable knowledge of management theory, methods, and practices; municipal and fiscal accounting principles, practices and procedures; municipal organizations and department operations including applicable

laws and regulations; budgeting, accounting and related statistical procedures; various revenue sources available to local governments including state and federal sources.

Ability to analyze a variety of financial problems and propose decisions; coordinate a variety of intra-governmental policy matters between Fiber Division and other departments; communicate effectively verbally and in writing; demonstrate high proficiency in reading, writing, math and Microsoft Office Suite; perform and/or manages the performance of high-level, sophisticated research and evaluation efforts; establish and maintain effective working relationships with the mayor and the city council, department heads, intergovernmental agencies, employees and the public.

3. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting and reaching. Continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____