

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 474

ANALYTICS ASSISTANT

GENERAL

Responsible administrative, technical and clerical work in the collection, analyzing and reporting data. Performs a variety of functions related to data analysis, projects tracking and general administration. Work is performed under little direct supervision. Must possess intellectual curiosity and a commitment to data integrity and accuracy.

EXAMPLES OF ESSENTIAL DUTIES

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.

- Performs timekeeping and payroll functions for the unit.
- Enters requisitions, tracks purchase orders and maintains unit purchasing/vendor files.
- Tracks and enters data for the strategic plan, benchmarking and efficiency groups performance.
- Assists with budgeting and preparation of budgeting documents.
- Tracks capital replacement project account activity and documents.
- Tracks grant activity and assists with report preparation.
- Analyzes data and prepares reports to management.
- Downloads budgeting reports for review and analysis.
- Assists with document/manual preparation.
- Prepares documentation for Commission meetings for Capital Improvement Projects and other Department projects.
- Sets up meetings and prepares agendas/minutes.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to maintain accurate records and prepare detailed reports.
- Demonstrate proficiency with Microsoft Office programs. Proficiency with purchasing and work order databases preferred.
- Ability to track and analyze data in order to provide trends and identify opportunities for department improvement.
- Must communicate and interact with other employees and the public effectively using common English in both verbal and written format.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

MINIMUM QUALIFICATIONS

Associates degree in Business, Analytics or other related field with 3 years experience. Bachelor's degree preferred. Utilities experience a plus.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone, computer and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

SPECIAL REQUIREMENTS

Incumbent will be required to work extended hours during and after hurricanes or other disasters.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

10/15

Bargaining Unit: Non-bargaining

Pay Plan/Grade: 19/50

FLSA: Exempt

Location: Utilities

Pension: Regular GERS

GERS: Regular Class