

**CITY OF GLENDALE**

<b>TITLE:</b>	<b>Fire Management Analyst</b>	<b>CLASS CODE:</b>	<b>693</b>
<b>REPORTS TO:</b>	<b>Assistant Fire Chief or Deputy Fire Chief</b>	<b>RANGE:</b>	<b>28</b>
<b>DEPARTMENT:</b>	<b>Fire Department</b>	<b>FLSA:</b>	<b>E</b>
<b>JOB SPECIFICATION DATE: October 3, 2009 cm</b>			

**JOB SUMMARY**

Performs complex administrative and professional work involving project design, program or process development, coordination, and administration.

**ESSENTIAL FUNCTIONS**

1. Coordinates special and ongoing programs and projects, which may include their design, development, coordination, and implementation.
2. Conducts complex organizational and procedural analyses, evaluates recommended organizational changes and reports on the merit of the recommendations.
3. Provides staff support and performs research on assigned problems or issues; analyzes findings; develops reports and recommendations for changes in policies, procedures and operational policies; presents findings in oral or written form.
4. Conducts research on policy issues or questions; investigates inquiries and complaints; conducts follow-up to ensure resolution.
5. Serves as a liaison for the Fire Chief with other departments, outside consultants and contractors.
6. Provides support to the department head and assigned committees on a variety of issues.
7. May direct the work of clerical employees, contractual labor, or volunteers as needed based upon special projects.

**SECONDARY FUNCTIONS**

8. Performs other related duties as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

The principles and practices of public administration and local government structure and services  
Research and analysis methods, statistics, analysis, report presentation  
Public sector management principals and techniques  
Current issues, legislation, regulations, specific to assigned work department  
Personal computer technology and the applications for local government

**Skill in:**

The use of computers and software packages  
Customer service and problem resolution practices

**Ability to:**

- Demonstrate sensitivity and awareness to political/policy issues
- Work independently on major projects or sensitive problems and coordinate work of others
- Operate computerized data entry and retrieval systems
- Interpret and apply city ordinances, rules, regulations, standards and other guidelines and references affecting area of responsibility
- Ability to supervise subordinate staff
- Conduct research, analyze findings and prepare clear and concise reports and recommendations
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships with elected officials, governmental agencies, employees of all levels and the general public

**WORKING CONDITIONS**

Office setting.

**MINIMUM REQUIREMENTS**

Bachelor's Degree in Public or Business Administration, Political Science, Management, or a related field and four years of progressively responsible related experience.

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities is qualifying.

**SPECIAL REQUIREMENTS**

A valid Arizona's driver's license