



City of Kansas City, Missouri Job Class Specification

Job Title: SENIOR ANALYST

Department: MULTI

Job Code: 1682

Status: EXEMPT

Grade: EX-4

Summary

This position involves highly responsible work involving the planning, directing and coordinating of projects or managing operations, budget preparation and administration and review of departments and programs. Work involves responsibility for varied and complex assignments requiring skills in financial management and analysis, quantitative and qualitative research, budget development and administration, and ensuring the efficiency of systems, policies and procedures. Duties include responsibility for planning procedures; gathering, organizing and analyzing data and reporting results, providing training and technical assistance to less experienced staff and carrying out the assignments. An employee in this class is expected to carry out their assignments under general supervision. Work is reviewed through periodic conferences, review of reports and supporting work papers and observation.

Duties and Responsibilities

- Plans and supervises training programs for less experienced staff in budget administration, systems and procedures, research and organization and management analysis.
- Supervises and participates in the conduct of continuous revenue and expenditure studies and projections; supervises the preparation of analysis reports.
- Collects and analyzes cost data and other information to evaluate efficiency and procedures and makes recommendations to promote effective and economic operations.
- Reviews project proposals, establishes work plans and determines time frames, funding limitations and procedures for accomplishing project, determines staffing requirements and allotments to various phases of project.
- Contracts with and coordinates project activities of external consultants and interdepartmental work teams and with other projects; establishes and maintains effective client relationships.
- Manages the preparation of presentations, analyses, policy manuals and other projects.
- Manages the preparation of forecasts, schedules, annual billings, ordinances, fact sheets, accounting documents, project descriptions, spreadsheets, presentation graphics, oral and written reports to senior staff, external customers and other city departments.
- Understands and applies statistical techniques (econometric modeling, present value, regression analysis, time series, etc.) to assist in problem solving.
- Provides interpretations of bond document covenants, federal, state and local statutes, accounting principles and IRS provisions.

Duties and Responsibilities (cont.)

- Plans for the construction and maintenance of reporting systems, portfolio maintenance, billing and reimbursement.
- Performs related duties as required.
- Assists with the construction and maintenance of reporting systems, data maintenance, data collection, data decimation portfolio maintenance, billing and reimbursement.
- Applies GIS techniques to better identify, analyze, and understand patterns and relationships.
- Performs related duties as required

Technical Skills

Thorough knowledge of:

- The principles, practices and techniques of administration and management, including but not limited to budgeting, management controls, accounting systems, purchasing, personnel administration and contract administration.
- The theories, principles, practices of municipal organizations and management.
- Organization and management analysis techniques.
- Missouri statutes, charter provisions and ordinance requirements governing the administration of municipal government and related administrative processes.
- Principles and practices of planning, interviewing, data collection and analysis, research and evaluation

Considerable knowledge of:

- The organization, programs, and operations of municipal departments

Ability to:

- Plan, assign and supervise subordinate personnel engaged in research activities, reporting systems development and modeling and budget preparation.
- Work in a team environment, building coalitions, alliances from cross representational members to form consensus and produce results.
- Plan projects from beginning to end, including determining objectives, selecting activities to meet those objectives, and establishing and meeting time schedules.
- Collect, organize, and analyze data and other information to evaluate compliance, efficiency and effectiveness.
- Organize, prepare, review, and present effective oral and written recommendations and reports.
- Make evaluations and recommendations involving complex and varied economic and financial considerations.
- Collect, organize and analyze data for reporting, systems development and modeling.
- Establish and maintain effective working relationships with other employees, municipal officials and the general public.

Education and Experience

Accredited Master's in public or business administration, urban or regional planning, economics, organizational/development psychology, project management/or geography and one (1) year of professional experience corporate/municipal finance, research, accounting planning, project/program management, or geographical information systems analytics.

OR

Accredited Bachelor's and three (3) years of professional experience corporate/municipal finance, research, accounting, planning, project/program management or geographical information systems analytics.

Certificates/Licenses/Special Requirements

Must pass a background check as prescribed by the City.

Supervisory Responsibility

Supervision may be exercised over less experienced staff.

**Supervision
Received**

Work is performed under general supervision with considerable latitude for the exercise of independent judgment.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

Created

5/97

Revised

9/06, 02/07, 1/08, 1/17, 7/18, 8/22, 08/2023, 7/2025