



## City of Kansas City, Missouri Job Class Specification

<b>Job Title:</b>	Cookingham-Noll Fellow	<b>Department:</b>	City Manager's Office
<b>Job Code:</b>	1718	<b>Status</b>	EXEMPT
		<b>Grade:</b>	EX-2

### Summary

This is intermediate level work involving the application of research techniques to administrative systems, policies, procedures and organization. It also involves the development and maintenance of systems, policies, procedures and the municipal budget.

Work involves responsibility for assisting in conducting varied assignments across City departments requiring skills in analysis, quantitative and qualitative research and developing and maintaining systems, policies and procedures. Primary duties include: gathering, analyzing data and summarizing results and the preparation and maintenance of models, reports, systems and the budget. As experience is gained, an employee at this level is expected to independently carry out assignments and exercise broad judgment in accord with established departmental policies, objectives and goals. Work is reviewed through periodic conferences, review of reports and supporting work papers and observations. Duties include administration of the Cookingham-Noll Fellowship Program, including the recruitment and hiring process and creation and management of the Fellowship schedule.

The Fellowship carries the expectation of a two-year commitment.

### Duties and Responsibilities

- Assists in the preparation and publication of the annual budget.
- Collects and analyzes cost data and other information to evaluate efficiency and effectiveness of departmental programs and activities, and procedures and makes recommendations to promote effective and economic operations.
- Develops, writes, and edits new and revised policies and procedures; explains their purpose and recommends their establishment.
- Assists with reviewing project proposals and planning projects, including determining objectives, establishing work plans and determining time frames, funding limitations, procedures for accomplishing project, staffing requirements and allotment to various phases of project management.
- Consults with internal clients to ascertain and define need or problem area.
- Determines scope for designing successful interventions.
- Assists in the preparation of written reports of findings and recommendations.
- Prepares financial statements, forecasts of cash flow spreadsheets, schedules, annual billings, ordinances and fact sheets, accounting documents, financial formulas and calculations, project descriptions, spreadsheets and presentation graphics.
- Assists with the construction and maintenance of reporting systems, data maintenance, data collection, data decimation portfolio maintenance, billing and reimbursement.
- Applies statistical techniques (econometric modeling, present value, regression analysis, time series, etc.) to assist in problem solving.
- Review project proposals, establish work plans and determine time frames, funding limitations, procedures for accomplishing project, staffing requirements and allotment to various phases of project management.

- Prepares and/or presets informational material for monthly, special and annual reports.
- Maintain internal and external relationships to ensure collaborative project delivery and stakeholder satisfaction.
- Works with professional employees in any one of several fields to assist assigned superior in details of routine duties and to become familiar with operations of the department to which assigned and the techniques of the particular profession involved; assignments may vary from a series of short projects to a single assignment requiring an entire employment to complete.
- Performs a variety of administrative research and investigative work as assigned by an administrative or technical superior in the field of municipal management; conducts surveys and collects data to be used in administrative, fiscal, budgetary, or procedural analysis.
- Leads work groups in a variety of activities.
- Performs related duties as required.

## Technical Skills

Working knowledge of:

The principles, practices and techniques of public administration, accounting, finance, operations management, budget or economics.

The theories, principles, and practices of municipal organizations, business and management.

Organization and management analysis techniques.

Missouri statutes, charter provision and ordinance requirements governing the administration of municipal government and related administrative processes.

Some knowledge of:

Principles and practices of planning, interviewing, data collection and analysis, research and program evaluation.

Ability to:

Collect, organize, and analyze data for reporting, systems development and modeling.

Organize, prepare, review, and present effective oral and written recommendations and reports.

Work in a team environment, building coalitions, alliances from cross representational members to form consensus and produce results.

Develop significant findings and make recommendations for improvements to City operations.

## Education and Experience

Accredited Bachelor's degree, supplemented by the enrollment in or completion of a master's degree in public or business administration, urban or regional planning, economics, accounting, finance or any postgraduate degree.

## Certificates/ Licenses/Special Requirements

Must pass a background check as prescribed by the City.

## Supervisory Responsibility

None

## Supervision Received

Work is performed under general supervision.

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**

02/2024

**Revised**