



City of Lucas – Job Description

Position Title:	Management Analyst
Pay Grade:	9
Salary Range:	\$45,635 – \$58,135
Department:	Engineering
FLSA Status:	Exempt
Revised:	January 4, 2021
Emergency Status:	Emergency Essential

Leadership

Supervisor:	City Engineer
Direct Reports:	None

The City

The City of Lucas is primarily a bedroom community made up of more than 8,000 residents and consist of estate style living. The City has experienced significant growth in recent years as a result of its unique features including appealing rural atmosphere, animal friendly neighborhoods, exceptional educational systems, proximity to services and shopping, low crime rate, high quality housing, large lot sizes, and proximity to Lavon Lake. The City's location, outside the pressures and restrictions of intense urban life, combined with its convenient position relative to local and regional recreational centers, makes the City a stable and attractive community.

The City's organizational values are based on the following principles to ensure the provision of extraordinary public service:

- Leadership - influencing the behavior of others through positive role-modeling
- Understanding - exercising good judgment and being tolerant of diverse perspectives
- Communication - embracing transparency through the sharing of information
- Aspire - demonstrating the desire to achieve
- Service - having a passion for helping others

The City offers a comprehensive benefits package for its full-time employees such as contributing 100% of the cost of employee coverage and work schedule flexibility.

Position Purpose

The purpose of this position is to provide administrative, budgetary, financial and analytical support duties including special projects requiring a high level of analytical skill. This is accomplished by managing various administrative process, procedures and programs, and providing highly technical and responsible assistance to the assigned department or programs.

Essential Functions

- Confer and coordinate with the City Engineer on various operational and administrative matters.
- Complete research, surveys, and other special projects, as directed by the City Engineer.
- Effectively address resident concerns/issues as assigned, by creating and coordinating formal written responses with other departments.
- Analyze data from research, make effective decisions, and prepare appropriate recommendations.
- Effectively organize and prioritize multiple assignments and projects.
- Assist City Engineer in preparation and coordination of various reports, and provide support in development of short and long term operating plans, as requested.
- Develops and maintains the files and data relating to Computer-Aided-Drafting (CAD) system and the Geographic Information System (GIS).
- Reviews proposed Capital Improvement Plan (CIP).
- Communicates with the public and responds to public inquiries, CIP, and other public works projects.
- Prepare various reports, preliminary budgets, develops draft policies, and assists the City Engineer with technical procedures.

Secondary Functions

- Make both formal and informal presentations to staff members, officials, and the general public.
- Represents the City at various civic, community, City Council and city staff meetings when requested; prepares material for such meetings, and makes formal presentations to staff executives and City Council when requested
- Visit other city work sites and other cities as needed for meetings, research, etc.
- Assist with street maintenance scheduling.
- Develops GIS and/or CAD databases to support all departments with a range of public and private projects, subdivisions, maps, and survey data.
- Updates information, data sets, and related databases for assessment maps.
- Serve as representative for all floodplain management and flood mitigation projects.
- Review private project development plans for compliance with codes, regulations, and standards; and application adequacy for permits; and compliance with approved plans.
- Responsible for compliance with the Texas Commission on Environmental Quality (TCEQ) Municipal Separate Storm Sewer System Phase 2 General Permit.
- Implement Best Management Practices identified to meet the six Minimum Control Measures of the Stormwater Management Program.
- Serves as the liaison between contractors and the City as a construction inspector.
- Must work in emergency situations relating to the City of Lucas.
- Perform as responsible steward of the public trust and strive for excellence in public service.
- Act in a civil, respectful manner at all times to citizens, co-workers, and others.
- Participate in proactive team efforts to achieve departmental and city goals.
- Assures compliance with policies, procedures, rules, regulations, and the Code of Ordinances.
- Protects the health, safety, and welfare of the general public.
- Perform other duties as assigned.

Capital and Fiscal Responsibility

- Responsible for adhering to all City of Lucas Purchasing Policies while performing purchasing tasks.
- Prepares, oversees, and manages Department related budgets as directed by the City Engineer.

Credentials (minimum preferred)

- **Knowledge/Skills/Abilities:**
 - Ability to read, analyzes, and interprets technical procedures and regulations.
 - Ability to write reports, correspondence, and procedures manuals.
 - Ability to effectively present information and respond to questions from groups of people, customers, and general public.
 - Skill required in effectively communicating and coordinating with people of diverse cultural and educational backgrounds, appointed and elected officials and the public.
 - Must be familiar with word processing and computer operations such as Microsoft Office products and other related applications preferred.
 - Ability to handle multiple projects simultaneously.
- **Formal Education/Experience**
 - Bachelor's degree in Public Administration, Public Affairs or Public Policy, Civil Engineering, Engineering Management, Construction Management, or equivalent is required.
 - Master's degree in Public Administration, Public Affairs or Public Policy, Civil Engineering, Engineering Management, Construction Management, or equivalent is preferred.
 - One year of responsible experience in administrative or support experience; preferred in general or functional city management.
- **Certifications/Licenses**
 - Holding, or the ability to obtain within twelve months, training in the National Flood Insurance Program to acquire a Certified Floodplain Manager certificate is required.
 - Holding, or the ability to obtain within twelve months, a Certified Stormwater Inspector License via the National Pollutant Discharge Elimination System through the Environmental Protection Agency is required.
 - Valid Texas Driver License with acceptable driving record is required.

Tools and Equipment Used

Personal computer, Geographic Information System (GIS), Computer-Aided-Drafting (CAD) software: Workstation and/or AutoCAD, motor vehicle, telephone, mobile radio, fax and copy machine, and other office and engineering related equipment.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable an employee with disabilities to perform the essential functions. Some work is performed in office settings, although considerable outdoor work will be required in the inspection of land use developments, construction sites, and public works

facilities. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee is required to walk; use hands to finger, handle feel or operate objects, tools, or controls; and reach with hands and arms. The employee is required to sit, climb, balance, stoop, kneel, crouch, crawl, talk, hear, and smell. The employee must occasionally lift and move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable an employee with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works in outside harsh, extreme weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet to loud.

Selection Guidelines

Formal application, rating of education and experience, oral interview and reference check, and job-related tests may be required. Fitness for duty medical and physical examinations will be conducted.

Acknowledgement

This position description does not constitute an employment agreement and is subject to change. This description is intended to indicate the types of outcomes, essential duties, and levels of work difficulty required for this position. Other outcomes and/or responsibilities may be added, deleted, or changed at any time, and that discretion of the City Manager, formally or informally, either verbally or in writing. I have read and understand the duties required of this position and further affirm that I am physically and mentally able to perform the duties as described.

Employee (print name): _____

Employee (signature): _____

Date: _____