

DEVELOPMENT INFORMATION MANAGEMENT ANALYST

CODES/PAY RANGE

Class Code: 3336

EEO Code: B

Pay Range: 217

MAJOR FUNCTION

Highly responsible work in obtaining, developing, and analyzing economic development data for the purpose of determining impact upon County facilities and services.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Performs research projects and conducts independent studies of infrastructure requirements, facility data, and development trends designed to facilitate comprehensive reports and presentations necessary to the organization.

Compiles or directs the completion of information relative to such assignments as preparation of impact fee systems, capital improvement programs, traffic, transportation systems, utility systems and community facilities. Prepares or directs the preparation of plans relative to these.

Assists in preparation of extensive impact analysis systems, and provides direct support to capital improvement programs and budget preparation.

Uses extensive familiarity with computer in the work environment.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of capital facilities analysis. Knowledge of data processing and computer modeling. Knowledge of capital improvement programs.

Ability to obtain and analyze factual information. Ability to perform research projects. Ability to conduct independent studies, as assigned. Ability to compile information and prepare plans relative to assigned program. Ability to perform impact analyses, to support capital improvement program or budget preparation. Ability to use personal computer for analytical purposes. Ability to communicate effectively, both orally and in writing.

(Development Information Management Analyst continued)

MINIMUM QUALIFICATIONS

Bachelor's Degree in Business or Public Administration, Management, Planning, Finance, Economics or related field, and four (4) years of progressively responsible experience in developing and analyzing economic development data, and the use of computerized analytical models.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS

Environmental Demands: Inside work.

Physical Demands: Sedentary work. Finger and manual dexterity.

Mental Demands: Ability to read and comprehend technical and professional journals, data, manuals; maps and financial documents. Ability to write complex reports, memos, proposals, etc. detailing information and data to layman. Ability to perform advanced mathematical functions. Ability to speak concisely relaying information, data, and details.

Revised 10/94