



## City of Denton Job Description

**Title:** Management Analyst - Parks  
**Position ID:** GP3321-400001  
**Department/Division:** Parks and Recreation Administration  
**Reports to:** Business Administration Manager  
**FLSA Designation:** Exempt  
**Safety Sensitive:** No  
**DOT:** No

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**Definition:** Responsible for providing administrative and management support for senior management including special projects requiring a high level of analytical skills.

### Essential Functions:

- Conducts, coordinates, and develops reports on assignments generated by senior management maintaining updated status information on these assignments
- Performs both assigned and independent staff work, skilled administrative and operational duties, such as preparation and/or assistance on a variety of operating reports, feasibility studies, complex research projects, grant writing, program development, meeting and special event organization, and makes recommendations for improving service delivery
- Prepares City Council and Park, Recreation and Beautification Board packets for public meetings.
- Supports Management in the development, coordination, and reporting of Key Performance Indicators for the Department.
- Reports strategic goals and performance measures through Power BI and Smartsheet.
- Assists with the coordination and performance of cost of service analysis across all program areas; recommends fee adjustments and program revision/elimination where indicated.
- Completes research on various city policies and procedures; drafts proposed modifications and develops recommendations
- Facilitates information flow and follow-up between the City Manager's Office, City Council, Boards, Committees, Department Directors, and community and business organizations and citizens
- Possesses excellent public speaking and presentation skills
- Investigates citizen, customer, staff and council concerns, performs research for the issues involved, consults pertinent internal departments, analyzes and shares findings, coordinates and facilitates action taken by departments when necessary, directly communicates with the general public for identification of service needs and addresses concern with appropriate written, verbal or in-person follow-up on behalf of the City
- Drafts letters, memorandums, speeches, manuals, editorials, etc. as requested
- 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, and organizes and leads internal staff committee meetings when the need arises

- Maintains regular and punctual on-site attendance

**Additional Duties:**

- Performs other duties as assigned

**Minimum Qualifications / Acceptable Equivalency:**

- Bachelor's degree in Public Administration, Business Administration, or related field
- Two years of experience in general government or related field

**OR**

- Any combination of related education, experience, certifications and licenses that will result in a candidate successfully performing the essential functions of the job

**Core Competencies:**

- Exhibits strong interpersonal/human relation skills and the ability to support controversial positions or the negotiation of sensitive issues or important presentations with customers, citizens, and co-workers
- Ability to work independently with limited direction relying on his/her own judgment, requesting supervisory assistance only when necessary, and seeking performance feedback periodically
- Maintains knowledge of continuing professional education and staying aware of the new concepts and innovations in the field of public management and local government service delivery
- Ability to get along with customers, co-workers, council members and citizens
- Ability to communicate effectively both verbally and in writing

**Preferences:**

- Master's Degree in Public Administration, Business Administration, or related field
- Proficiency in Microsoft Office software (Word, Excel, PowerPoint, Publisher)
- Proficiency in Power BI
- Proficiency in Smartsheet

**Conditions of Employment:**

- Must have and maintain a valid Class "C" Driver's License and valid state required minimum automobile liability insurance prior to employment (must obtain Texas Class "C" driver's license and state required minimum automobile liability insurance within 90 days of hire per state law)
- Must pass a drug test, driver's license check, criminal history background check, and social security number verification check
- Must have personal transportation to attend civic meetings

**Physical Requirements:**

*Overall Strength Demands:* The italicized word describes the overall strength demands of the functions performed by the incumbent during a typical workday.

- Sedentary – lifting no more than 10 pounds

- **Light – lifting no more than 20 pounds; carry up to 10 pounds**
- Medium – lifting no more than 50 pounds, carry up to 25 pounds
- Heavy – lifting no more than 100 pounds, carry up to 50 pounds
- Very Heavy – lifting more than 100 pounds, carry more than 50 pounds

*Physical Demand Codes:* The following describes if the incumbent is expected to exert the following physical demands during a typical workday and the overall frequency.

Codes for “how often”:

Y = Yes

N = No

E = extensive (100-70%)

M = moderate (60-30%)

I = infrequent (20-10%)

A = almost never (<10%)

Task: Code:

1. Standing: A
2. Sitting: E
3. Walking: I
4. Lifting: A
5. Carrying: A
6. Pushing/Pulling: A
7. Overhead Work: A
8. Fine Dexterity: M
9. Kneeling: A
10. Crouching: A
11. Crawling: A
12. Bending: A
13. Twisting: M
14. Climbing: A
15. Balancing: N
16. Vision: E
17. Hearing: E
18. Talking: E
19. Video Display: E
20. Other: N

*Machines, Tools, Equipment and Work Aids:*

The essential functions of this position require the daily use of a computer and telephone.

*Environmental Factors:*

The essential functions of this position are performed in an office environment.

***This job description is not an employment agreement, contract agreement, or contract. Management has exclusive right to alter this job description at any time without notice.***

*ADA/EOE/ADEA*

**Effective Date: 5/19/2018**

**Revision Date: 7/15/2021**