



CITY OF OVERLAND PARK - POSITION DESCRIPTION

TITLE:	Fire Program Analyst	BAND/LEVEL:	PROF II
DEPARTMENT:	Fire Department	JOB NO:	5549
DIVISION:	Fire Administration	DATE:	11/01/2018
REPORTS TO:	Risk Management Officer	FLSA STATUS:	Non-Exempt
FT/PT/SEASONAL:	Full-time	COST CENTER:	281
REPLACES:	New Position	LAST REVISED DATE:	N/A

JOB SUMMARY STATEMENT: Develops, researches, prepares, and presents reports; performs map creation and GIS data analysis, provides timely and relevant information on patterns and trends, assists operational and administrative personnel in planning the deployment of resources for the prevention and suppression of fire and emergency medical services incidents; conduct policy research and analysis to help ensure responsiveness to emerging issues; provides complex support to the Risk Management Officer and occasionally to other fire department managers and the Fire Chief.

Under direction, to lead and manage the development of fire department data analytics strategy and to provide statistical analysis, research, evaluation and planning related to fire department administration and operations programs. Research and develop outcome-based performance management metrics that communicate the progress on fire department goals and priorities, and to coordinate these efforts with other city departments and teams, and community partners.

Actively participate in establishing continuous quality improvement processes and assist the department in fire service accreditation management.

DUTIES AND RESPONSIBILITIES:

1. Utilizes tools to collect and compile data relevant to the administration of fire department programs.
2. Applies a variety of statistical methodologies & geographical analysis techniques.
3. Creates reports and graphical/geospatial representations of fire service program data.
4. Participates in the development of fire service program performance metrics.
5. Participates in the analysis of fire service program performance metrics.
6. Conducts research as directed by supervision to support fire service programs.
7. Participates in continuous quality improvement functions of the fire department.
8. Coordinates with stakeholders regarding fire service program delivery and performance metrics.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- Bachelor's degree in the following field(s) of study: Statistics, Computer Science, Economics, Public Administration, Business Administration or related field preferred.

EXPERIENCE:

- Two years experience in analyzing data and developing charts, graphs, and reports.
- Computer skills in Microsoft Office Suite, WEB-based information sharing, database mining, graphics, and Geographic Information Systems (ArcView/ArcGIS preferred), are preferred. Experience using Business Intelligence specific software is preferred.

SKILLS:

- Strong analytical skills.
- Attention to detail.
- Computer software skills in database, spreadsheets, web page maintenance, word-processing and internet programs.
- Human relations/interpersonal skills.
- Good written and oral communications skills.
- Good reading skills.
- Good listening skills.
- Project management skills.
- Time management skills.

MENTAL REQUIREMENTS:

- Ability to read and comprehend city, state, and federal policies and regulations as well as Fire Service industry standards.
- Ability to read and understand Fire Department files and codes.
- Ability to organize computerized files and retrieve data effectively.
- Alpha and numeric recognition.
- Diplomacy and judgment.
- Ability to prioritize multiple tasks.
- Ability to work independently.
- Ability to work in hectic environment with many interruptions.
- Ability to analyze and recommend possible solutions.
- Ability to carry out assignments through oral and written instructions.
- Ability to recognize and protect confidential information.
- Ability to understand and operate a variety of computer software.
- Ability to meet deadlines.

PHYSICAL REQUIREMENTS:

- Hand and eye coordination adequate to operate computer and other office equipment.
- Visual stamina and acuity to review alphanumeric data and to spend extended periods looking at computer screen.
- Ability to make and receive phone calls.
- Ability to identify and distinguish colors.
- Ability to sit and be attentive for extended periods of time.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

- None