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## JOB DESCRIPTION

**Position:** Business Intelligence Analyst  
**Supervisor:** Planning and Support Services Chief  
**Division:** Planning and Support Services  
**Section:** Business Improvement  
**FLSA Status:** Non-Exempt  
**Effective Date:** October 2018

This job description is established by the Arvada Fire Protection District ("District") to outline the basic requirements, duties and general responsibilities of the Business Intelligence Analyst position and is written to complement the District's Member Handbook and Standard Operating Guidelines.

The headings in this Job Description are for reference only and shall not affect its interpretation.

### Position Summary:

The Business Intelligence Analyst facilitates fulfillment of data analysis needs for all divisions and accreditation requirements using the latest business intelligence programs. This position creates and distributes analysis reports in written and verbal form to a variety of audiences. This position conducts research and evaluation of District performance metrics and identifies trends. The Business Intelligence Analyst is an active member of the accreditation team and participates in continuous improvement efforts.

### Supervisory Responsibility:

None.

### Primary Duties and Responsibilities:

The following duties are an overview of the primary duties and responsibilities of the Business Intelligence Analyst and should not be considered an all-inclusive list.

1. Demonstrate a comprehensive knowledge of and adherence to the District's rules, policies and procedures that pertain to the Business Information Section specifically and the District generally, including but not limited to the rules, policies and procedures contained in the District's Member Handbook, Payroll Manual, and Standard Operating Guidelines.
2. Be the District's liaison with data consultants (or current method of data collection and processing) to fulfill the District's required data points to include: data interpretation; present findings; create charts, graphs, tables and dashboards that reflect District outcomes and performance.

3. Perform predictive analysis to meet needs of all divisions and accreditation requirements in support of the District's mission and goals.
4. Present in public forums to clearly communicate findings to management, department personnel, citizens, and elected officials.
5. Regularly prepare reports and update dashboards to provide near real time data analytics for use and viewing by all divisions.
6. Coordinate the creation, compiling, indexing, and storage of data documents for accreditation as part of the District's accreditation team.
7. Use forecasting models and business intelligence programs to support the District's mission and goals.
8. Maintain confidentiality regarding data and information being processed, stored or accessed through the District's information systems and networks.
9. Develop and maintain positive, effective working relationships with District employees, volunteers, reserves, District residents, other governmental agencies and the community.
10. Maintain positive and constructive written and oral communication skills.
11. Attend meetings and trainings as required.
12. Maintain all required certifications and keep current regarding emerging technologies related to this position.
13. Work well in a progressive, team-oriented environment.
14. Provide excellent service to the community.
15. Have a positive attitude and be a self-starter.
16. Promote a positive, professional image of the District.
17. Perform such other duties as may be assigned from time to time.

**Minimum Qualifications and Certification Requirements:**

1. Possess a high school diploma or G.E.D.
2. Possess an Associates Degree in data analytics, business administration, statistics, computer science, information technology or related field or equivalent level of skill and knowledge achieved through a combination of experience and education.
3. Minimum five years of experience in business or data analytics.
4. Experience with data analytic software (Microsoft BI preferred) and data blending systems (Microsoft Azure data solutions preferred).
5. Experience and advanced knowledge of Microsoft Office products including Word, Excel, PowerPoint, and Access.

6. Experience with SQL and/or Relational database operations and maintenance.
7. Experience or at least an understanding of GIS data and systems preferred.
8. Experience working in the fire service or public safety preferred.
9. Possess and maintain a valid Colorado driver's license and acceptable driving record.

**Knowledge, Skills, Abilities:**

1. Ability to effectively communicate technical information to District personnel.
2. Ability to effectively present information and respond to questions from personnel, management, customers, and the public.
3. Ability to write technical instructions and reports.
4. Ability to read, analyze and interpret information from periodicals, professional journals, technical procedures, or governmental regulations.
5. Knowledge and use of statistics in analyzing data.
6. Strong analytical skills with the ability to collect, organize, analyze and disseminate significant amounts of information with attention to detail and accuracy.
7. Possess interpersonal skills necessary to effectively work with other District members and third-party providers.
8. Ability to read, write, speak, and understand the English language at a level adequate to perform the duties of the position.

**Work Environment and Physical Requirements:**

1. This position will involve sedentary, administrative work in an office environment.
2. Use of sensory activities, such as talking, seeing, and hearing, will be required frequently.
3. Position requires close vision and the ability to adjust focus.
4. This position requires ability to sit for extended periods, and frequent pushing, pulling, pinching, gripping, reaching over head, and reaching away from body. This position also requires frequent standing, walking, twisting, and turning, and occasional kneeling, bending, squatting and stooping in the performance of daily office activities. The position also requires grasping, repetitive hand movement and finger coordination in preparing statistical reports and data, using a computer keyboard and mouse.
5. Must be able to work evenings, weekends and holidays as needed.
6. Work will involve periods of high mental and/or emotional stress.
7. Position requires ability to frequently lift/move objects of up to 10 pounds in weight, and occasionally lift/move objects of up to 25 pounds in weight.