

City of Lowell
Job Description
Please Post: July 9, 2014
Deadline: July 15, 2014
Data Management Analyst
City Managers Office

Job Title: Data Management Analyst (1100-DH04, 2044)
Department: City Managers' Officer
Reports To: City Manager; Assistant City Manager; Chief Financial Officer
FLSA Status: Non-Exempt
Union: Confidential Non-Union Position
Salary: \$63,007.28 - \$73,953.96 per City Ordinance and based on experience

SUMMARY

The Data Management Analyst provides the City Manager with analytical and executive support to help make Lowell a well-managed, transparent, and high-impact city government. The Analyst will be a key contributor for implementing the new Lowell Stat Program and works with the Chief Financial Officer and the Senior Management Team on innovative, performance-based initiatives. The Analyst will work with Police, Fire, Public Works, Health, Inspectional Services and other departments, whose activities combined, account for almost 90% of the City's direct spending and generate most of the City's service-related revenue.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them for the position if the work is similar, related or a logical assignment to the position.) The primary responsibilities for the position include the following:

Under the direction of the City Manager, the Data Management Analyst provides analytical and executive level support to the City Manager and works with the Senior Management Team and various Department Heads to collect, monitor, and analyze data as part of the City's new LowellStat Program. The LowellStat Program will help the City Manager in the successful oversight of City service delivery by using data and frequent accountability checks to monitor departmental performance, improve City operations, identify areas for cost-savings, and to identify opportunities for increasing municipal revenues and collections.

Provides daily briefs to the Assistant to the City Manager to report on citywide problem areas and opportunities for improvement or innovation; Monitors City departments in their service delivery, financial performance, and completion of projects an priorities as established by departments and the Manager.

Establishes and updates a comprehensive database of projects and tasks as assigned to staff throughout the City; Updates department heads and the City Manager on open tasks at least weekly; Implements and manages major new initiatives in the City Manager's Office as assigned.

Secures personnel, financial, service, and operations data from internal administrative systems and external sources; Collects external data and researches programs to determine benchmarks from comparable communities; Cleans, integrates, and analyzes data in order to develop recommendations;

Prepares written reports and presentations, including detailed spreadsheets, charts and graphs in order to effectively communicate findings and recommendations.

Prepares for, convenes, and facilitates meetings with Department Heads and a LowellStat panel staffed by heads of the core management departments. Serves as a resource to all Department Heads and will provide suggestions and solutions where applicable to provide positive financial effect.

Assists the Chief Financial Officer in the preparation of a program/performance based annual operation budget; Conducts complex analytical projects such as budget analysis, labor contract projections and contract impact analysis for the City Manager and Chief Financial Officer.

Performs other duties as required.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION

A Master's Degree in Business Administration, Public Administration, Public Policy, or another management or research-related field is highly preferred. Master's Degree candidates with four (4) or more years of directly related work experience in a similar title are highly encouraged to apply. Based on qualifications and experience, an equivalent combination of education and experience may be substituted. A minimum of a Bachelor's Degree in Business Management or other related field is required.

EXPERIENCE

A minimum of four (4) years related experience is required; Direct experience in municipal government is highly preferred; Direct work experience and knowledge of data analysis methods are essential. Experience with data analysis, project management, researching and report writing is highly desirable.

KNOWLEDGE, SKILLS & ABILITIES

Excellent analytical, research and data analysis skills; Demonstrated abilities in strategic thinking and creative problem solving; Effective communication, presentation and leadership skills; Solid knowledge of statistical methods and analysis models; Excellent writing and computer skills; Ability to provide polite yet firm direction to senior staff; Ability to assist the City Manager's Office to resolve inter- and intra-departmental conflicts regarding strategy, policy, and operations; Ability to manage projects amongst diverse stakeholders.

COMPUTER SKILLS

Knowledge of Microsoft Word, PowerPoint, Excel and Outlook is highly preferred; Experience and working knowledge of MUNIS and Crystal Reporting Systems is highly desirable, but not essential.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence; Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

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 individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and 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 individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to moving mechanical parts and risk of electrical shock (electrical outlets). The noise level in the work environment is usually moderate.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen and CORI criminal background check, post offer.

Qualified applicants should submit a cover letter and resume to: Mary Callery, Human Relations Director, Room 19, Lowell City Hall, 375 Merrimack St, Lowell, Ma 01852 or via e-mail at: cityjobs@lowellma.gov DEADLINE: Please respond by July 15, 2014 @ 4:00 pm for the highest consideration

EOE/AA/504 EMPLOYER