NOTICE OF VACANCY

INTERNAL AND EXTERNAL

Position: Project Manager, Data and Analysis  
Salary Grade: V

Reports to: Director of Planning and Operations

Date of Notice: September 3, 2020  
Closing Date: September 25, 2020

Application Process: Submit letter of interest and resume to Human Resources, HR@omniride.com, by 5:00PM on the closing date.

GENERAL DEFINITION OF WORK:

Under the direct supervision of the Director of Planning, the Project Manager identifies, collects and analyzes data for various purposes to include, but not limited to, National Transit Data (NTD) submission, planning and modifying transportation services and organizational key performance indicators. The Project Manager is responsible for developing and maintaining comprehensive reports and dashboards for the purpose of reporting to internal and external audiences.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential functions of this position include, but are not limited to:

- Analyzes data using statistical methods with the purpose of understanding or drawing conclusions from the data in order to drive operational decision-making; develops statistical models that depict trends, as necessary.
- Manages the methods the organization uses to collect, cleanse, analyze, and store data; Manages data to improve data quality and the efficiency of data systems; performs testing and validation of data sets; troubleshoots data and reporting issues; leads initiatives for data integrity and normalization.
- Protects data by developing access system; specifying user level of access; develops and maintains data dictionary.
- Manages the collection and tabulation of data used for federal and state reporting systems; ensures reports are submitted in timely manner
- Develops and maintains dashboards and comprehensive reports, using single and/or multiple systems, sharing results and recommendations with internal and external audiences; incorporates tools which help to easily digest the data such as tables, graphs, images and lists, as needed.
- Develops and maintains trend and management reports by bus service line, time of day (e.g., peak vs. all day) and service type (e.g., Metro Directs vs. express OmniRide, etc.).
- Assist managers with addressing data and reporting needs for various projects.
- Training end users on new reports and dashboards, assists with interpreting information.

**Office Skills/Competencies:**

- Possess strong analytical skills with the ability to collect, query, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy.
- Possess understanding of system databases, data elements, and application software solutions to maximize data gathering and data.
- Maintains technical knowledge by attending educational workshops; reviewing publications; establishing professional networks; participating in technical societies.
- Ability to work independently; possess strong problem-solving and decision-making skills.
- Ability to handle a variety of responsibilities under pressure.
- Ability to communicate, both orally and in writing, in a clear, concise and logical manner, including the ability to communicate effectively before groups, and to cooperate with others to promote teamwork.
- Demonstrated proficiency in word processing, database and spreadsheet software; knowledge of statistics and experience using statistical packages for analyzing datasets (Excel, SPSS, SAS etc.).
- Must be sensitive to customer needs and be able to establish and maintain effective working relationships.

**EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to a Bachelor’s degree in public administration, business, computer science or related field. Master’s degree preferred. Two years’ experience in project management or related field preferred.

The statements in this job description are intended to describe the general nature and level of work being performed by incumbent(s) assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.