Job Title: Data Analyst
Department: Office of Innovation and Data Management
Hours: Monday – Thursday 8:15 AM – 5:00 PM, Friday 8:15 AM – 12:15 PM
Salary: $29.48 - $32.66 per hour. This is a full time grant funded union position.

DESCRIPTION:
The Data Analyst identifies performance metrics for departments throughout the City. The incumbent works with each department to identify, track and report on said metrics and sites areas where improvements can be made. This person uses analytical skills to determine the root cause of service issues.

ESSENTIAL FUNCTIONS:
The essential functions or duties listed below are intended as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logically assigned to the position.

- Assists the Director of the Office of Innovation and Data Management (OIDM) in briefing the Mayor on city-wide problem areas or opportunities for improvement or innovation
- Prepares and data for Results for Revere, and works closely with department heads to expand and enhance data visualizations
- Prepares and presents data for department head meetings with the Mayor and Chiefs
- Prepares and presents annual data for GFOA budget submissions
- Works with OIDM, 311, DPW, Water and Sewer, and ISD managers to pull and prepare data for regular operations, to ensure service request are being worked on and closed, to ensure integration systems between 311 and other departments are functioning
- Works with ISD and EPermitting system to ensure sustainability and functionality of ISD and OIDM Director’s work, including proposing and working with epermitting vendor on enhancements
- Works with Finance team to determine departmental outputs and outcomes, and how they relate to finances
- Assists other departmental staff in the performance of their duties as necessary
- Monitors City departments in their service delivery, financial performance and the completion of specific projects
- Continuously updates database gathered from assigned tasks, updating department
heads and the Mayor as necessary
• Serves as project manager for major initiatives of the Mayor’s Office and OIDM
• Performs other related duties as required

QUALIFICATIONS:
• At least three to five (3-5) years of related experience
• Revere residency preferred
• Bachelor’s degree in public administration management or related field required, master’s degree preferred or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge:
• Knowledge of city departments’ procedures and practices.
• Knowledge in handling and analysis of administrative data practices and techniques;
• Proficiency in use of technology such as laptop computers and tablets
• Knowledge of MS Office products which include Outlook, Word, Excel, and PowerPoint
• Knowledge of operation of standard office equipment, e.g. computers, fax, phone, printer, photocopier, and scanner

Skills:
• Strong problem solving and interpersonal skills
• Strong community organization skills
• Must possess strong organizational skills
• Must have excellent facilitation and public speaking skills

Abilities:
• Ability to work independently in an efficient manner
• Ability to establish and maintain complex record keeping and accounting systems
• Ability to manage multiple tasks in an efficient manner
• Ability to carry out assignments to completion in an efficient and accurate manner.
• Ability to motivate oneself
• Ability to establish and maintain effective working relationships
• Ability to communicate effectively and efficiently verbally and in writing
• Ability to properly plan and prioritize work

WORK ENVIRONMENT
Work is performed primarily in office conditions during regular business hours but at times requires onsite work during construction or supervision of a project. When working outside the employee may be subjected to harsh weather conditions as heavy rain, snow, flooding, hot and cold weather conditions. The work involves sitting, standing, walking, and stooping. The employee may be required to lift objects such as files, boxes of papers, office supplies, and
office equipment weighing up to 30 pounds. The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job.

**DISCLAIMER**
The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

The City of Revere is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.

Interested candidates should apply online by Monday, August 16, 2021 at [www.revere.org/jobs](http://www.revere.org/jobs). Please submit a resume, cover letter and salary requirements with your application.