

Business Analyst Non -Bargaining Unit Position

SCOPE OF THE POSITION

The Business Analyst reports to the Finance Director and is responsible for the development and implementation of standardized data collection procedures and reporting. He/she shall work in collaboration with the Finance Director and Director of Information Technology to determine the most effective methodology for designing and developing relational databases for data collection and establish an annual calendar for data collection for monthly, quarterly, annual and ad hoc reporting.

RESPONSIBILITIES

- Establish standard operating procedures for the uniform collection, reporting, and validation of data.
- Develop and implement databases, collection systems, data analytics and other strategies that optimize statistical reporting.
- Acquire data from primary or secondary sources maintaining databases/data systems aligned with library industry standards.
- Create and establish trend analysis, maintain historical data for comparative analysis.
- Identify, analyze, and interpret data and trends or patterns in complex data sets using statistical techniques. Filter and “clean” data by reviewing reports, printouts, and performance indicators to assure data accuracy.
- Coordinate and manage collection of library metrics by establishing data collection schedules.
- Creates charts, graphs, tables, and writes narrative description and analysis of data.
- Publish and distribute library monthly, quarterly, annual and ad hoc reporting.
- Periodically conduct qualitative surveys of library users to measure customer experience and identify opportunities for improvement in service delivery. This may include designing questionnaires and interpreting responses for report purposes.
- Collaborate with Director of Information Technology to access and plan periodic collection software upgrades and rollouts.

- Collaborates with Director of Finance and Human Resources Director to create presentations for financial, and human resources reporting. (i.e. dashboards, budget performance reports, staff utilization of time, training metric, etc.)
- Establish and manage role based level of access rights for end users.
- Maintains historical statistical information for trends analysis and report
- Prepares and delivers presentations on metrics.
- Other duties as assigned.

NECESSARY KNOWLEDGE, SKILLS and ABILITIES:

Analytical Skills: Ability to work with large amounts of data: facts, figures, and number crunching. Must be able to see through the data and analyze it to find conclusions.

Communication Skills: Ability to present findings, or translate the data into an understandable document. Must be able to write and speak clearly, easily communicating complex ideas.

Critical Thinking: Ability look at the numbers, trends, and data and come to new conclusions based on the findings.

Attention to Detail: Ability to be precise presentation of information. Data analysts have to make sure they are vigilant in their analysis to come to correct conclusions.

Math Skills: Data analysts need math skills to estimate numerical data

- Ability to construct and conduct surveys, analyze and evaluate information from a variety of sources.
- Ability to prepare reports, maintain records, and conduct correspondence related to the work.
- Knowledge of and experience with reporting packages, databases, programming.
- Knowledge of statistics and experience using statistical packages for analyzing datasets, Microsoft suite in particular, access, excel, and PowerPoint.
- Adept at queries, report writing and presenting findings.
- Ability to work well under pressure and meet tight deadline.
- Multi-task oriented, with excellent communication, writing, and organizational skills, expressing ideas clearly and concisely.

- Ability to work well as a team member as well as ability to work independently
- Ability to design, develop, and proofread written and visual materials
- Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy
- Ability to translate complex information into understandable narrative, graphic, and tabular information for variety of audiences.

PHYSICAL DEMANDS

- May need to lift boxes, crates or pieces of equipment weighing up to 50 pounds.

EDUCATION

B.S. in Mathematics, Economics, Business Analytics, Statistics, Finance or related field.
Master's Degree in Business or Public Administration preferred.