MWRA Advisory Board

Position Description — Research and Policy Analyst

SUMMARY

The analyst is a key member of our team with a focus on analyzing MWRA budgets, policies, and program performance as well as state and federal environmental and regulatory policies. Based on research and analysis he/she makes recommendations to the Executive Director. The Advisory Board is a small, but mighty team, and each member of staff including the Analyst assists with a wide array of day-to-day office tasks as well as engaging in the larger research and analysis projects in the office. The Analyst works closely with community officials, state personnel, and MWRA staff to achieve office objectives.

DUTIES AND RESPONSIBILITIES

Environmental and Regulatory Research. The MWRA is an agency whose work is closely tied to environmental issues and is strictly regulated by EPA and MassDEP. As a result, much of the work the Advisory Board undertakes is similarly environmental in nature. The ideal candidate will be skilled at independent research using both internal and external resources. Research topics may be far-ranging and include topics at the local, state, or national level. The analyst will need to evaluate and make strategic recommendations based on the conclusions drawn from research.

Financial Analysis. The ideal candidate will be exceptionally skilled at manipulating data and charts using spreadsheets. They will develop other analytical procedures, methods, and tools for comparing planned and actual expenditures and evaluating MWRA program performance. The analyst will be able to use these tools to identify spending and operational trends and make financial and policy recommendations based on this analysis. They will be active in the review of the MWRA's proposed operating and capital budgets and will be able to make financial recommendations based on a thorough and detailed breakdown of the budget. The analyst will develop and maintain databases and multi-year projection models.

Communication. The ideal candidate will be skilled at articulating resulting policy positions and financial recommendations both verbally and in writing. They will help us to find and develop creative new ways to get our message out. The analyst will interact frequently with MWRA staff, community officials, and Advisory Board members to obtain, verify, and analyze data. They sit on committees as designated, and attends MWRA Board meetings as needed.

Innovation. The ideal candidate will be a "lifelong learner" who continually identifies and develops new skills as needed. They will be able to learn existing procedures, and suggest new methods and options for improving our process and products by providing "outside of the box" thinking.

Organization. The ideal candidate will be detail-oriented and exceptionally organized. They will be able to balance multiple projects and help to keep office initiatives moving forward.

Document Production. The analyst contributes to the development and creation of Advisory Board electronic documents such as the *Integrated Budget Comments and Recommendations* and *Annual Water and Sewer Retail Rate Survey*. They will be able to summarize financial analysis with brevity and write policy narratives and explanations clearly. The ideal candidate will be skilled at integrating charts, tables, and images into our narrative and preparing the final e-documents for distribution.

Community and Member Engagement. The analyst will have a key role in communicating important information and updates to our members by a variety of methods. The ideal candidate will be comfortable with communications platforms like Constant Contact and able to keep mailing lists and contact information accurate and up to date. The analyst will need to respond quickly and effectively to member inquiries and requests for information and assistance.

Website Maintenance. The analyst will be expected to assist with maintaining the Advisory Board's website, and to assist in creating content such as blog posts to keep the website current and relevant for our constituents. The ideal candidate will be familiar with maintaining sites on wordpress.org

This is an overview of the qualities, responsibilities, and duties of the analyst and not the definitive list of all responsibilities, and the analyst will perform other related duties as assigned.

POSITION REQUIREMENTS

Knowledge of budgetary and accounting principles and practices as normally attained through a four (4) year college program in business administration, public policy and planning, or related field. Master's degree preferred.

Three (3) to five (5) years of directly related experience, including spreadsheet or quantitative and policy analysis experience. Public sector experience preferred.

Excellent written, computer and oral communication skills required.

Must be proficient with Microsoft Office products, especially Excel, PowerPoint, Word and Outlook. Familiarity with and skill using Prezi preferred.