City of Baltimore

CitiStatSMART Analyst
Mayor's Office of Sustainable Solutions

Introduction:

The Office of Sustainable Solutions is the Mayor of Baltimore's analytics and performance management team which tracks, advises, and accounts for the performance of city agencies. CitiStatSMART analysts are tasked with assessing agency performance, establishing benchmarks, goals, and helping city stakeholders achieve those goals. Analysts will operate out of the Mayor's Office of Sustainable Solutions but also have the opportunity to gain extensive exposure to other city departments. Ideal candidates will need to be equal parts analyst, presenter, and coach: getting data off of the spreadsheet and using it to move Baltimore forward.

Skills and Experience:
- **Required Skills**
    - High proficiency in Microsoft Word, Excel and PowerPoint.
    - Extremely high technical dexterity: Experience conducting in-depth research synthesizing quantitative and qualitative research methods.
    - Demonstrated ability to effectively interact with city officials, agency leaders, citizens, and colleagues, and be able to effectively work under strict deadlines.
    - Strong writing, analysis, and presentation skills.
    - A passion for making a difference and a commitment to moving Baltimore forward.
- **Preferred Skills**
    - Familiarity with statistical software packages (e.g., R, STATA, SPSS)
    - Familiarity with GIS systems such as ArcGIS, QGIS, or GRASS
    - Familiarity with Socrata and/or ClearImpact
    - Knowledge of SQL or other major relational database management systems
    - Experience with major python or R data science and visualization libraries
    - Experience with data analysis and visualization tools like Tableau, PowerBI, Domo, or D3.js
    - Experience building and maintaining high-quality data pipelines
    - Ability to work with, and understand, complex datasets - including protocols for optimizing data hygiene and working with sensitive data

Duties and Responsibilities:

- Perform quality assurance and quality control to ensure data accuracy, to analyze aggregated and individualized data sets, and to prepare written reports and recommendations.

- Work effectively with agency leaders and staff and to clearly understand the agency's mission with the goal of developing strategies and recommendations that will improve the City of Baltimore in a cost effective manner, without compromising the quality of services provided to citizens.

- Develop performance metrics, data collection systems, and data reporting requirements for assigned city agencies.

- Review, compile, and analyze data to advise decision makers about opportunities to improve the quality and effectiveness of municipal services.

- Conduct field investigations, site visits, and community outreach in support of enhancing knowledge of municipal services.

- Conduct policy research and seek best practices that can be adopted in support of furthering the goals of Baltimore City government.

Education and Experience:

- Bachelor's degree required; Masters preferred
- Demonstrated interests or experience in statistics, government, economics, public policy, computer science, urban planning, public health, environmental studies, or public administration

Compensation and Benefits:

Commensurate with experience. Competitive benefits

To Be Considered:

Interested and qualified persons should submit a cover letter and resume

       To: Talent.masters@baltimorecity.gov

       Subject: CitiStatSMART Analyst

The City of Baltimore is an Equal Opportunity Employer