



## The Solid Waste Authority of Central Ohio Management Analyst

Forward resume to:

[humanresources@swaco.org](mailto:humanresources@swaco.org)

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SWACO is currently seeking candidates for the Management Analyst position. The Management Analyst position, under the direction of Managing Counsel, will provide analytical management assistance by planning, coordinating and directing programs, conducting surveys and studies, and special projects. This position is expected to perform analytical work requiring knowledge of administrative principles and practices using discretion and independent judgement.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include, but are not limited to, the following:

- Plan, organize and coordinate various projects, programs and services in diverse administrative operations;
- Administer and serve as the project manager for specific projects, programs and services;
- Conduct research and analytical studies on a variety of projects and issues;
- Coordinate and expedite reports and project information from various departmental input;
- Develop procedures and forms, formulate recommendations, and prepare reports;
- Recommend and assist in implementing improved administrative methods, procedures, and facilities;
- Assist the legal department with contracts, real estate documents, legislative bills, and litigation matters;
- Collect and independently analyze all data related to ongoing regulatory compliance and reporting;
- Provide direct support to the Secretary of the SWACO Board of Trustees ("Board") by preparing and maintaining all Board records in accordance with Ohio Revised Code, the SWACO Bylaws and SWACO's standard operating procedures;
- Serve as SWACO's Records Administrator by managing all public records requests in accordance with the Ohio Public Records Act (O.R.C. §149.43) and SWACO's retention policy;
- Confer with other departments, officials, consultants and explain policies and procedures;
- Make presentations to the executive staff and Board on assigned projects;
- Attend Board meetings as required;
- Other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

- None

### **EDUCATION AND/OR EXPERIENCE**

- Bachelor's degree or higher from an accredited college or university is required, a degree in Public or Business Administration is preferred;
- Three (3) to five (5) years of public administration experience or an equivalent combination of education and work experience;

- Previous experience working in the public sector, highly preferred.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Must have knowledge of the Ohio Revised Code (O.R.C.);
- Read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations;
- Strong ability to gather data, compile information and prepare reports and business correspondence;
- Use analytical skills to detect patterns, interpret data, and integrate information;
- Demonstrate the ability to communicate effectively with all levels internally and externally, both in writing and verbally;
- Maintain confidentiality and professionalism in the handling of sensitive and confidential information, including legal, financial, human resources, executive, and Board activities;
- Maintain a favorable working relationship with all employees to promote a cooperative and harmonious working environment and to facilitate positive employee morale, productivity, and accountability;
- Proficient in Microsoft Office Suite products (Word, Excel, Outlook, Access, and PowerPoint);
- Excellent organizational skills;
- Ability to work efficiently on a team.

#### **PHYSICAL REQUIREMENTS**

- While performing the essential duties of this position, the individual is regularly required to sit, stand, walk, use fingers, reach with hands and arms, and speak and hear.
- The individual may occasionally lift and/or move objects up to twenty-five (25) pounds.
- Specific vision abilities required by this job include near, far, corrected, and the ability to adjust focus.

#### **WORKING CONDITIONS**

- Office environment with low exposure to heat, cold, noise, and dust.

#### **PRE-EMPLOYMENT SCREENING**

- Requires successful completion of background check and pre-employment drug screen.