Management Analyst I – Research Assistant
Job Announcement Closes October 11, 2019

EMPLOYER: Fairfax County Department of Management and Budget
WORK LOCATION: 12000 Government Center Parkway, Fairfax, VA 22035

HOURS: 16 to 20 hours per week – this is a temporary exempt position not to exceed 900 hours/year
COMPENSATION: $24.90/hour, no benefits

Please submit resumes to: Fatima.khaja@fairfaxcounty.gov

DEFINITION:
Under direct supervision, performs professional-level analytic and technical work to assist with data collection and management, analysis, and research. Collects and analyzes economic and demographic data. Accesses, extracts and compiles data in complex databases from both internal and external sources. Researches data and provides information for ad hoc requests. Employs a variety of computer software such as ESRI ArcMap for extracting, analyzing, modeling and reporting data. Designs and develops approaches for disseminating data and findings in accessible visual formats.

ILLUSTRATIVE DUTIES:

• Collects, updates, analyzes and prepares data for projects, presentations, publications and webpages
• Document project processes, and summarizes project results in presentations and written documents
• Designs and creates graphics and data visualizations
• Helps conduct literature reviews
• Helps conduct survey with phone interviews, internet research and email questionnaires.
• Uses GIS tools to perform tasks such as geocoding addresses, managing spatial data, selecting and extracting data, joining tables, changing map projections, and exporting data, layers and maps; and perform spatial analyses
• Helps update and maintain databases
• Helps edit and proof data
• Helps edit and proof reports and written documents
• Maintains emails and responds to information requests
• Other duties as required

EMPLOYMENT STANDARDS:
Any combination of education, experience, and training equivalent to the following:
Graduation from an accredited four-year college or university with a bachelor's degree and additional 1+ year of education/work/research experience in economics, urban planning, policy analysis, demography, geography, computer science, statistics or field related to the assigned functional area; plus course work in Arc GIS or similar GIS software; Proficiency in MS Excel;

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

• Ability to pay attention to detail.
• Knowledge of demography and the characteristics of populations.
- Knowledge of basic statistics and mathematics.
- Ability to use research methods to gather, analyze and interpret data under supervision.
- Ability to analyze statistical data and to draw sound conclusions.
- Ability to communicate effectively orally and in writing.
- Ability to use word processing and presentation software to prepare documents, and to use spreadsheet and statistical analysis software packages to store, manipulate, analyze and present data.
- Ability to use ESRI ArcMap to load, edit and display data and to conduct analyses.

Applicants must be lawfully entitled to work in the United States (U.S. citizens or nationals and non-citizens with valid work authorization). The County does not sponsor Visas of any type. Fairfax County is an Equal Opportunity Employer that does not discriminate on the basis of race, color, sex, creed, religion, national origin, age, disability, genetic information, veterans' status or disabled veterans' status.