DATA ANALYST

DATE CREATED: SEPTEMBER 3, 2025
FLSA STATUS: FULL TIME, NON-EXEMPT
REPORTS TO: PROGRAM MANAGER, DATA RESOURCES
SUPERVISES: NONE

POSITION SUMMARY: The Data Analyst is an early career opportunity that assists with data collection and analysis under direct supervision. Analyzes, interprets and visualizes data to be reported to other staff in accordance with the TMACOG mission, purpose and strategic goals. This position is a full-time, hourly position with traditional weekday office hours and some evening meetings, travel, and events outside of regular office hours.

ESSENTIAL FUNCTIONS:

- Assists in the collection and transfer of data from field equipment and data portals
- Upload, organize, and perform quality assurance and quality control on data as directed
- Assists with processing and analyzing GIS, travel demand, water quality, air quality, and economic data using specialized tools.
- Responds to requests for data as directed.
- Support the data/map needs for all departments
- Performs miscellaneous GIS tasks involving data visualization and statistics as directed
- Perform other duties as assigned

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMPETENCIES:

- Detail oriented and passionate about quality
- Ability to draw meaningful conclusions from statistical reports
- Computer skills including file management, spreadsheets, databases, and Geographic Information System (GIS)

- Excellent written and verbal communication skills; thorough knowledge of proper grammar, spelling, and punctuation for the preparation of professional written reports, projects, and plans; ability to make effective presentations at meetings of governmental groups and at public events
- Exceptionally well organized and able to plan, prioritize, and adjust work tasks to meet and coordinate deadlines; ability to manage multiple projects and issues simultaneously and complete them on time with minimal supervision
- Proactive and self-motivated; willingness and desire to improve and learn new processes
- Collaborative, flexible team player
- Comfort with modern technology, computer systems, and file management software; proficient in Adobe products and Microsoft Office applications, including Word, Excel, PowerPoint, and Outlook
- Legally able to work in the U.S.

PHYSICAL DEMANDS/REQUIREMENTS: Work is typically performed both in the office and outdoors. Intermittent sitting, standing, and stooping; must be able to occasionally move or lift objects of no more than 85 lbs. Possess, and maintain, a current, valid driver's license. The employee is regularly required to stand, talk, or hear in person or over the telephone.

WORK ENVIRONMENT/CONDITIONS: While performing the duties of this job, the employee regularly works in an office setting. Work from a home office using equipment provided by employer may be expected.

EDUCATION AND/OR EXPERIENCE:
- Bachelor's degree in computer science, data science, statistics, geography, urban or regional planning, public administration, or a similar field required.
- TransCAD, ArcGIS Pro, and/or Cube experience beneficial.
- 1-3 years of experience in transportation planning or a related field.

OTHER DUTIES: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

SIGNATURE: Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

_____   _____

Employee (print name)   **Employee Signature**

_____

Date

Approved to Form:_____   _____
                          Executive Director   Date

Now Hiring:

Data Analyst

Join Our Team as a **Data Analyst!**

TMACOG is seeking a detail-oriented Data Analyst to help transform data into meaningful insights that support regional planning initiatives. This is an early career opportunity which will provide the potential to learn new skills.

Salary and Job Title:

Salary and job title will be determined based on experience and education. The following title and starting salary range will be considered:

- Job Title: Data Analyst
- Salary Range: $40,000 – $60,000

Qualifications:

- Excellent organizational and time management skills.
- Meticulous attention to detail.
- Solid understanding of data management principles.
- Proven experience with data analysis (strongly preferred).
- TransCAD, ArcGIS Pro, and/or Cube experience beneficial.
- Bachelor's degree in computer science, data science, statistics, geography, urban or regional planning, public administration, or a related field.
- 1–3 years of related experience.

Responsibilities:

- Collect and organize data from various sources, including fieldwork.
- Perform quality assurance and control on datasets.
- Assist in processing and analyzing GIS, travel demand, water quality, and economic data.
- Support planning initiatives with accurate and insightful data analysis.
- Collaborate with team members to ensure data integrity and usability.

About Us:

Toledo Metropolitan Area Council of Governments (TMACOG) has been a home for regional collaboration and leadership for decades. Our work is fun, fast-paced, and impactful.

To Apply:

If you're ready to leave your mark on the region, work alongside a talented team, and be a champion for data analysis, we want to hear from you! To apply, submit a letter of interest, resume, and three professional references to resume@tmacog.org. We will accept application materials until the position is filled. No phone calls, please.

Take the first steps towards a fulfilling career!

www.tmacog.org

TMACOG

Benefits

TMACOG Full Time Employees

Paid Time Off:

Years of Service	Hours Accrued per Pay Period	Maximum Accrued per Year
Less than 4 years	2.88	10 days
4 but less than 9 years	4.3	15 days
9 but less than 14 years	5.75	20 days
14 but less than19 years	6.35	22 days
19 but less than 24 years	7.18	25 days
24 years or more	8.65	30 days

- TMACOG observes 12 holidays
- TMACOG offers two (2) personal days
- Sick leave accrues each pay period with maximum of twelve (12) days per year. Sick leave carries forward each calendar year.

Health Insurance:

Medical, dental, vision, and prescription coverage. Potential for contributions to a Health Savings Account (if eligible).

Retirement:

Membership in the Ohio Public Employee's Retirement System ("OPERS") is required for all public employees. TMACOG contributes 14% towards the pension contribution.

TMACOG offers the Ohio Deferred Compensation Program which is a great supplemental opportunity for retirement savings.

Other benefits:

Life Insurance coverage

Full-time employees who have completed their six (6) month introductory period prior to enrollment are eligible for the TMACOG Tuition Assistance Program.

Employee Assistance Program: Employees and their eligible family members may have access to free, confidential, professional counseling services

Full-time employees may be eligible for Public Service Loan Forgiveness. To learn more about the program and how to qualify, visit https://studentaid.gov/manage-loans/forgiveness-cancellation/public-service

2025 Great Employee Benefits

www.tmacog.org

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