



DATA ANALYST

DATE CREATED: SEPTEMBER 3, 2025

DATE REVISED: JULY 31, 2026

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 Lake Erie West Regional Council's 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 GIS software and programming language(s)
- 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, programming language(s) and Geographic Information System (GIS) (at minimum ArcGIS Pro)

- 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.
- ArcGIS Pro & Python
- TransCAD 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