

FRANKLIN COUNTY DATA CENTER
Job Posting: **Executive Business Analyst**

ANNUAL SALARY RANGE: \$51,113--66,447 **Excellent Benefits Package

SUMMARY

The Executive Business Analyst serves as a performance measurement analyst and provides confidential executive support to the Data Center Chief Information Officer (CIO). This role is responsible for managing the daily operations of the administrative services of the Franklin County Data Center (FCDC). The position requires performance reporting experience: including analysis, key performance indicators (KPIs) tracking, and the ability to produce executive level reporting that demonstrates organizational performance against strategic goals. This position requires the highest level of organizational skills, interpersonal effectiveness and integrity.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for creating and tracking organizational performance metrics, reporting including financial performance measurements, KPIs and dashboard activity for the advisement of senior leadership.
- Analyzes data to make policy and process improvement recommendations; assists senior leadership with the upkeep of policy and procedures documentation and distribution.
- Responsible for the development, maintenance, and enforcement of administrative policies and procedures.
- Serves as a trusted assistant to the CIO; manages the CIO's calendar, schedules meetings and appointments.
- Drafts executive-level correspondence, exhibiting the highest level of professionalism.
- Manages FCDC Administrative Support services including:
 - Facilities scheduling and usage, including conference and training room reservation and set-up.
 - Manages Data Center photocopy and mail distribution services, including the publication of official notices and/or other publications.
 - Coordinates custodial and cleaning operations.
 - Coordinates administrative support staff.
- Serves as liaison for Public Facilities Management needs. Coordinates maintenance of Data Center phone system and office equipment.
- Prepares and distributes governance boards meeting schedules, agendas, resolutions, and meeting minutes.
- Provide leadership, guidance and direction to team members consistent with FCDC's mission and values.
- Prioritize team success through effective time management, frequent and substantive discussions on strategic goals, work output, skill growth and performance.
- Performs other duties, as assigned.

SUPERVISORY RESPONSIBILITIES

None.

QUALIFICATIONS

- Demonstrated experience with performance metrics reporting.
- Proven technical proficiency including MS Office Suite.

- Strong verbal communication skills demonstrating tact, candor, and sensitivity.
- Experience managing multiple projects and conflicting priorities with demanding deadlines and in a fast paced environment.
- Excellent writing skills including proper use of spelling, grammar, sentence construction, punctuation, and proofreading.
- Must have ability to uphold confidentiality with sensitive information.
- Strong problem solving skills.
- Excellent execution skills are required.
- Previous executive level support is preferred.

EDUCATION and/or EXPERIENCE:

A bachelor's degree in business management, business administration or related field required. Three years of office management, executive support, or related experience is required. Education may be substituted for experience at the CIO's discretion.

LANGUAGE SKILLS

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to develop reports, create business correspondence and procedure standards. Ability to effectively present information and respond expeditiously to questions from groups of managers, clients, customers and the general public.

MATHEMATICAL SKILLS

Common math including percentages and linear equations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

None Required

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in a climate-controlled office environment. Significant mental effort is required daily; a good amount of pressure and fatigue is present during an average work day; constant exposure to deadlines; regular attendance and occasional evening work is necessary in this position.

Data Center Benefits Summary:

Medical, Vision, Life, Mental Health, Direct Deposit, Credit Union, Deferred Comp, Retirement, Sick and Vacation Accrual, Tuition Reimbursement

Send resume, references, and salary requirements to:

