DATA ANALYST
Southern New Hampshire Planning Commission

The Southern New Hampshire Planning Commission (SNHPC) is seeking a Data Analyst to complement our professional planning staff. As a regional planning agency and designated Metropolitan Planning Organization for the greater Manchester, NH region, the SNHPC prepares local and regional plans, and assists 14 member municipalities with transportation, community development, land use, environmental, and public health planning services.

The Data Analyst supports planning activities focused on using technology and data to inform regional and statewide decision-makers. The Data Analyst provides technical expertise to staff, SNHPC Commissioners, agency representatives, and other stakeholders through services such as data collection and analysis, performance measure target setting, database development and management, travel demand model support, and report writing. The individual filling this position not only collaborates with SNHPC staff but also works closely with stakeholders and staff from other planning agencies from the SNHPC region and others across the state, including Regional Planning Commissions, Metropolitan Planning Organizations, the New Hampshire Department of Transportation, and the Federal Highway Administration, among others.

Education and Experience:
Bachelor's degree in Statistics; Quantitative Social Sciences; Data Science; City, Urban and/or Regional Planning; Transportation Planning; Engineering; Geography; Natural Resource Management and/or Environmental Planning; or related fields; plus, six or more years of related experience.

Alternately, a Master's degree in Statistics; Quantitative Social Sciences; Data Science; City, Urban and/or Regional Planning; Transportation Planning; Engineering; Geography; Natural Resource Management and/or Environmental Planning; or related fields; plus, four or more years of related experience.

Duties and Responsibilities:

- Develop and maintain an inventory of current data sets, review project data needs with SNHPC staff, and develop a plan to ensure data needs are met

- Conduct statistical analyses and prepare summary reports from data sets

- Assist in collecting, verifying, and managing spatial data in coordination with the Senior GIS Analyst and other staff, as appropriate

- Assist with transportation field work and data collection efforts under the general supervision of the SNHPC Senior Transportation Planner

- Develop, implement, and maintain internal technical protocols to inform and streamline data analysis and quality assurance/control procedures

- Research and obtain relevant data from collaborating agencies and data repositories

- Evaluate and calculate regional transportation performance measures and targets

- Develop and maintain regional transportation project databases in support of the SNHPC Metropolitan Transportation Plan and SNHPC Transportation Improvement Program

- Coordinate with the Senior GIS Analyst and Principal Transportation Planner to fulfill the SNHPC's regional travel demand model needs, including developing and maintaining projections of population, households, school enrollment, and employment at the Traffic Analysis Zone (TAZ) level

- Assist in conducting analyses of traffic congestion using National Performance Management Research Data Set (NPRMDS) travel time data

- Operate and maintain data collection-related hardware and software, and make recommendations on hardware and software acquisition

Knowledge, Skills and Abilities:

- Comfort and familiarity with large and varied datasets from multiple sources

- Experience with statistical and qualitative data analyses

- Strategic and analytical problem-solving abilities

- Field experience collecting GPS and attribute data for various planning purposes

- Working knowledge of the principles and practices of geographic information systems and using ESRI Geographic Information Systems (GIS) software in a Windows environment or via the Cloud

- Working knowledge of principles of database design, standards and analysis

- Working knowledge of Microsoft Office software applications, including an advanced knowledge of Excel and Access

- Ability to utilize a variety of online communication/presentation software platforms including Zoom and Microsoft Teams

- Familiarity with common equipment used in transportation-related data collection activities

- Ability to operate with limited direct supervision when performing fieldwork

- Ability to meet variable deadlines and handle reprioritized tasks, at times on short notice

- Ability to work independently from home or in the office with keen attention to detail

Related Skills:

- Ability to establish and maintain relationships with officials and staff in partner agencies, organizations, and municipalities

- Ability to assist with GIS services for local and regional planning activities and policy initiatives

- Ability to speak effectively in public settings and represent the SNHPC in a professional manner at external meetings and workshops

- Experience with regional/municipal/urban planning, particularly transportation planning

- Ability to perform other duties as required

Other Requirements:

This position requires a current, valid driver's license. The position may require travel throughout the region, occasional long-distance travel, and occasional night meetings. Some data collection work may involve working outside in variable weather conditions and lifting up to 30 pounds. The Data Analyst must be comfortable working from home independently, connecting with staff or others via online platforms, e-mail, text, or phone.

Supervision Received:

Work is performed under the general supervision of the Executive Director and Deputy Executive Director in accordance with the SNHPC's work programs and policies.

Supervision Exercised:

The position does not involve supervision of other staff, but the Data Analyst may occasionally be required to teach data collection and analysis techniques to interns and junior staff members.

Salary and Benefits:

The starting salary for this position is dependent on qualifications and experience.

The SNHPC offers competitive health and dental insurance benefits and participates in the New Hampshire Retirement System (NHRS) pension plan.

Applying for the Position:

Persons interested in applying for the position should submit a **cover letter, resume, and three references** to:

<div align="center">

Linda Moore-O'Brien, Office Administrator
Southern New Hampshire Planning Commission
438 Dubuque Street
Manchester, NH 03102

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Or submit electronically to LMoore-O'Brien@snhpc.org with the subject heading "Data Analyst Position."

The Southern New Hampshire Planning Commission is an Equal Opportunity Employer. The position is open until filled.