
Nevada Affordable Housing Assistance Corporation

JOB DESCRIPTION

POSITION TITLE: Data Analyst

STATUS: Exempt / Salaried

REPORTING RELATIONSHIP: 1) Chief Information Officer 2.) CEO/COO

POSITION SUMMARY: A Data Analyst collects and analyses data to identify trends and provide management with valuable information that they can use to improve marketing, operational and businesses practices. Their main duties include identifying, gathering, analyzing data and making their insights accessible to the company through easy-to-understand graphs, charts, tables and reports.

RESPONSIBILITIES AND DUTIES:

- Interpret data, analyze results using statistical techniques and provide ongoing reports.
- Develop and implement databases, data collection systems, data analytics and other strategies that optimize statistical efficiency and quality.
- Acquire data from primary or secondary data sources and maintain databases/data systems.
- Identify, analyze, and interpret trends or patterns in data sets.
- Locate and define new process improvement opportunities.

The duties and responsibilities described above may provide only a partial description of this position. This is not an exhaustive list of all aspects of the job. Other duties and responsibilities not outlined in this document may be added as necessary or desirable, with or without notice.

QUALIFICATIONS AND REQUIREMENTS:

- Degree in mathematics, data management, information processing, or a related field of study.
- Minimum 3 years experience in data analysis and analytics.
- Technical expertise regarding data models, database design development, data mining and segmentation techniques.
- Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy.
- Adept at queries, report writing and presenting findings.
- Well-developed ability to manage multiple tasks/projects and deadlines simultaneously
- Strong organizational skills and detail orientation
- Strong verbal and written communication skills
- Ability to maintain strict confidentiality and discretion

PHYSICAL DEMANDS:

The physical demands 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 of the position.

- The individual is required to regularly sit at a computer and enter data for extended periods of time

- The individual is required to listen and talk to individuals and before groups in the performance of the job
- The individual is regularly called upon to deal with stressful situations and a high work volume
- The individual is regularly required to stand, walk and drive for extended periods of time
- The individual is occasionally required to bend, stretch and use hands to handle or feel objects, tools or controls and to reach with hands and arms
- The individual is occasionally required to lift up to 25 lbs
- Position requires some travel and scheduling flexibility

JOB DESCRIPTION ACKNOWLEDGMENT:

I have received a copy of my job description dated _____. The job description describes duties and responsibilities, which apply to me. I agree to read the job description and understand it may be amended as company conditions or requirements necessitate. In that case, changes will be communicated to me.

Employee Signature

Date

Employee Name (printed)

Date

Supervisor Signature

Date

Please keep a copy for your records
