Job Posting

Data Administrator

FULLTIME/PARTTIME: Fulltime

TYPICAL HOURS WORKED: 8am-5pm Monday – Friday; overtime hours as needed.

This position will require out-of-town travel, both in-state and out-of-state for training, meetings, and other business-related events and activities. Teleworking is available upon request.

EDUCATION REQUIRED: Bachelor's Degree in a business or technology related field such as Data Science, Statistics, Economics, Finance, Engineering, Computer Science, or similar discipline required. Extensive directly related field experience in data science may be considered in lieu of education.

REPORTS TO: Vice-President of Member Services and Public Relations

JOB REQUIREMENTS:

- Minimum of five years of demonstrated work experience in data analytics with solid command of SQL, SQL Server tools and PowerBI is required.
- Five years or greater of professional experience with project management, business operation analysis, data mining, and/or business process management is highly desired.
- Strong written and verbal communications skills. Ability to persuade, inform, and influence others based on findings.
- Must possess a history of taking complex results and communicating them in an easily understood way.
- Acquire detailed knowledge on how data is stored and organized in a variety of business systems; some specific systems include Outage Management systems (OMS), Geographic Information Systems (GIS), Customer Information Systems (CIS) and Meter Data Management Systems (MDMS).
- Effectively use data management tools, analytics software, and project management tools to streamline processes, automate, and enhance analytical capabilities with meter data.
- Must be able to report to the office, as required and may be short notice.

DESCRIPTION OF DUTIES:

May include any combination of the following: (duties may include, but are not limited to):

- Develop and maintain accurate and organized data warehouses to conduct thorough analysis related to energy efficiency, demand response, and distributed energy resources, providing insights and recommendations.
- Develop procedures and scripts for data migration.
- Collaborate with executive staff, colleagues, developers, and department supervisors/managers to understand business problems and design high quality analytics solutions focusing on improving efficiency and decision-making capabilities.
- Establish benchmarks and evaluate the performance of energy programs, assessing key metrics, and identifying areas for improvement or optimization.
- Perform data mining using various software tools to generate regular and ad-hoc measurement and verification reports and dashboards to communicate program performance, energy consumption patterns, and other relevant insights to stakeholders.
- Assist in financial analysis related to energy projects, including cost-benefit analysis, budget tracking, and forecasting.
- Communicate thoroughly and effectively with various departments in building reports and dashboards.
- Effectively communicate ideas, solutions, and results to peers, executive staff, and board of directors.

WORK CONDITIONS/PHYSICAL REQUIREMENTS:

- Must be able to remain in a stationary position at least 50% of the time and occasionally move around the office to access filing cabinets, office machinery, etc.
- Must be able to operate a computer and other office machinery, such as a calculator, copy machine, or printer.
- Must be able to communicate/exchange accurate information effectively, both in the office and over the phone.
- Occasional moving of files and boxes up to 50 pounds.

EMPLOYEE'S PRIMARY RESPONSIBILITY:

It is the employee's primary responsibility, regardless of workload or conditions, to ensure:

- Safety for oneself;
- Safety for all his/her fellow employees;

- Protection for the public;
- Protection for company property and for public and private property;
- That all injuries and accidents are reported to his/her supervisor immediately.

Applicants interested in and qualified for this position should email their resume to jobapplicant@syemc.com. Please include "Data Administrator 20241025" in the subject line of the email.