



DATE: July 22, 2024

POSITION: Data Analyst

SALARY: This position offers a competitive salary and benefits package, dependent upon qualifications and experience.

BENEFITS: BMC participates in the State of Maryland’s benefits program, including comprehensive healthcare, dental, and life insurance options. BMC provides a highly competitive package of additional benefits including guaranteed contributions to retirement programs, optional flex schedules, state holidays, and vacation/personal leave. BMC has a hybrid office schedule with three days in the office and two days telework weekly for the foreseeable future.

DESCRIPTION: The Baltimore Metropolitan Council (BMC) is a quasi-governmental, non-profit agency serving the Baltimore region. Our board of directors includes the Mayor of Baltimore and the elected executive officials from the six surrounding counties. BMC’s primary function is to support the Baltimore Regional Transportation Board (BRTB), the area’s metropolitan planning organization (MPO) and its regional transportation planning activities. BRTB members consist of designated representatives from the cities of: Annapolis and Baltimore, the counties of: Anne Arundel, Baltimore, Carroll, Harford, Howard, and Queen Anne’s. Additional members include the following state agencies: Department of Transportation, Department of the Environment, Department of Planning, and Maryland Transit Administration as well as the Regional Transportation Agency of Central Maryland.

In addition to a full range of transportation planning functions, BMC also provides support to member local governments in several other areas, including: economic and demographic research, computer mapping applications, air and water quality programs, cooperative purchasing, rideshare coordination, sustainable community planning, and workforce development.

BMC is seeking an analyst to develop and analyze a variety of data sets to support transportation planning and to staff the regional Cooperative Forecasting Group (CFG). The CFG, comprised of planners from the region’s local jurisdictions, is responsible for the development of data sets of population, household, and employment controls and small area forecasts vital to BRTB transportation planning activities that include travel demand modeling and air quality conformity testing. As staff to the CFG, the analyst is responsible for coordinating the development of new forecast rounds, providing feedback on the draft forecast submissions of CFG membership, and creating a series of demographic and economic travel demand model inputs.

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As a member of the BMC team, the Data Analyst will work on a variety of additional projects and tasks – beyond staffing the CFG – and will approach these in a team-oriented, collaborative way. Work is performed in accordance with broadly defined objectives and professional standards along with independent judgment, subject to review and guidance by the Director of Transportation Planning and other senior staff during progress and upon completion.

SUMMARY OF DUTIES: Typical duties of this position include:

- Serve as Staff to the Cooperative Forecasting Group
 - Guide the cooperative forecasting process from start to finish (from determining need for an update through to BRTB adoption of the forecasts)
 - Develop draft agendas for CFG meetings (invite guest speakers as needed)
 - Present relevant demographic data and analyses for the Baltimore region and component jurisdictions
 - Coordinate the development of cooperative forecast datasets
 - Provide detailed comment on jurisdiction and TAZ level population, household, and employment forecasts developed by CFG membership
 - Create demographic and economic model inputs for the region’s travel demand model
 - Present the cooperative forecasts to the Technical Committee and BRTB for official adoption for use in transportation and air quality planning activities
- Provide data research and analytical support for:
 - CFG membership throughout the forecasting process
 - Projects and activities throughout the agency – including the areas of transportation, community planning, housing, and workforce development
 - Jurisdictions and planning partners for local and regional projects
- Respond to data requests from local jurisdictions, state agencies, private sector businesses, and the public
- Monitor and review demographic and economic data releases for the nation, state, region, and local jurisdictions (from the Census Bureau, Bureau of Labor Statistics, Bureau of Economic Analysis and other sources)
- Respond to media inquiries seeking comment on demographic data releases and the impact of demographic trends upon the region
- Participate in the development of the region’s long-range transportation plan (provide technical support and author a section on emerging demographic trends)

ABILITIES:

- Excellent verbal and written communication skills
- Aptitude for using data presentation to educate stakeholders, support policy positions, and inform decision makers
- Strong interpersonal skills and time management
- Strong quantitative and analytical skills
- Willingness to take on new tasks and adapt to different work assignments and personalities



- Self-motivated with attention to detail
- Commitment to data quality and customer service
- Effectively interact with BMC staff, as well as CFG and BRTB membership, to advance projects in a timely manner

KNOWLEDGE AND SKILLS:

- Principles and practices of urban and regional planning and understanding of MPO roles and processes
- Detailed knowledge of federal and state demographic and economic data sources (applicant should understand the differences between sources and know how to select the most appropriate source for each use/project)
- Ability to prepare clear and concise reports and presentations
- Intermediate to Advanced working knowledge of all Microsoft Office applications, including Excel, Word and Powerpoint.
- Experience with using various ArcGIS platforms and graphics software
- Committee and Project management skills
- Proactive problem-solving and critical-thinking skills
- Ability to organize and prioritize multiple tasks
- Managerial experience is preferred

QUALIFICATIONS: A Bachelor's Degree from an accredited college or university in city/regional/transportation planning, engineering or a related curriculum, plus two years of responsible experience (preferred). A Master's Degree may be substituted for one year of experience.

TO APPLY: Send cover letter and resume to Kathy Renzi, Executive Assistant & Office Manager, via e-mail (krenzi@baltometro.org) or mail to Baltimore Metropolitan Council, ATTN: Kathy Renzi, 1500 Whetstone Way, Suite 300, Baltimore, MD 21230. Position will remain open until filled. Please reference "Data Analyst" when responding to this position announcement.

BMC is an EOE/M/F/H. BMC does not discriminate based on age, ancestry, color, creed, gender identity or expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, belief or opinion, sex, or sexual orientation.

Please Note: BMC is not sponsoring new employees in application of the H-1B Visa at this time due to budgetary constraints. All applicants must be legally authorized to work in the United States under the Immigration and Reform Control Act of 1986. Federal regulations prohibit H-1B Visa candidates from paying sponsorship fees; all sponsorship fees must be assumed by the potential employer.