

Position: Project Assistant or Project Analyst

Location: Downtown Baltimore

Hiring Rate: Starting salary range is \$49,500 - \$65,000 depending upon qualifications

Status: Regular, Full-time, Benefitted, Exempt

Closing Date: Open until filled

NATURE OF WORK

The Northeast Maryland Waste Disposal Authority is a regional governmental entity providing recycling and solid waste management, planning and tax-exempt financing services to the City of Baltimore and seven counties (Member Jurisdictions). We are seeking a project assistant or project analyst to assist with Authority projects. Project work is varied and includes managing procurements for multi-year service contracts, managing consultant studies or engineering efforts, maintenance and oversight of existing long-term operating or service contracts, conducting financial analysis, legislative/regulatory review and similar efforts. The Authority currently has 10 employees split between administrative/accounting and project staff and a part-time attorney. The successful candidate will be required to perform spreadsheet analysis of projects, contract interpretation and implementation, and drafting basic contract language. Service to our Member Jurisdictions (viewed as clients) is of paramount importance. Starting salary range is 49,500 - \$65,000 depending on experience. The Authority has a comprehensive benefits package including participation in the State of Maryland's Health Benefits and Pension Programs. The Authority pays for parking at its office in Baltimore City. See www.nmwda.org for more information on the Authority. The successful candidate may need to provide an annual financial disclosure under the Maryland State Ethics Commission.

EXAMPLES OF WORK

The duties listed below are intended as illustrations of various types of work that may be performed. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Assist Project Staff as needed with all facets of project work, i.e. data collection and analysis
- Travel to Member Jurisdictions' offices and operations locations (standard reimbursement policy applies)
- Work with Member Jurisdiction Staff as directed
- Assist with procurement efforts for projects
- Performs other duties and functions appropriate to the position as assigned and required

KNOWLEDGE, SKILLS, ABILITIES AND KEY COMPETENCIES

The following generally describes the knowledge, skills, and abilities that are required to enter the job or to be learned in order to successfully perform the assigned tasks.

- General knowledge of basic research and report preparation techniques
- Ability to conduct research and prepare technical reports with direction

- Perform routine data analyses and comparisons
- Develop and maintain spreadsheets

KEY COMPETENCIES

Critical thinking and problem solving skills, adaptability, communication skills, teamwork, planning and organizing

GENERAL QUALIFICATIONS

- Specific educational and experience requirements are set by this agency based on the essential job functions assigned to the position
- Any combination of education and experience that would likely provide the knowledge, skills, abilities, and key competencies necessary
- Possession of a valid driver's license

QUALIFICATIONS

A bachelor's degree in engineering, planning, business, environmental sciences or other related degree. Engineering experience preferred. Any related professional experience will be a plus.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

The conditions herein 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 job functions.

ENVIRONMENT — Work may be performed in a standard office setting with frequent travel to worksite locations to perform project management. Employee may be required to be present indoors or outdoors in areas of extreme heat or cold. The Authority will provide Personal Protection Equipment for the employee. The noise level of the work environment is usually moderate but may be occasionally loud due to alarms, equipment noise, etc. On occasion employee may be required to work extended hours including evenings and weekends.

PHYSICAL DEMANDS — Primary functions require sufficient physical ability and mobility to work in an office setting; to walk, stand, or sit for prolonged periods of time; to operate office equipment requiring repetitive hand movement and fine coordination including the use of computer keyboards; to operate a personal vehicle to travel to various locations; and to verbally communicate to exchange information. Work may also involve climbing ladders or spending time around putrescible materials.

HOW TO APPLY

Interested candidates must submit a resume and cover letter. There will be a writing assessment and spreadsheet assessment at the time of the interview. References may be requested after the interview.

Job Type: Full-time, 9 a.m. to 5 p.m., Monday through Friday, with some weekend or night hours.

License: Valid Driver's License Required