



Capital Area Council of Governments Job Description

CAPCOG Title: Manager of Research and Policy

Division: Administrative Services

Reports to: Executive Director

State Title and Salary Grade: B-24 Research/Data Analyst IV

FLSA Status: Exempt Non-Exempt

GENERAL DESCRIPTION

Performs highly advanced research work to support internal activities related to agency programs and activities including developing and reporting performance measurement and reports, structuring outreach and surveys, managing annual performance reporting, and overseeing content of agency website related to regional data reports on demographic and economic conditions and trends. Oversees and coordinates research and data analyses to support project planning and policy work. Collects and analyzes economic and demographic data to support community and economic development. Works under minimal supervision with a latitude for the use of initiative and independent judgment. Reports directly to executive director and coordinates closely with program directors.

ESSENTIAL FUNCTIONS

- Oversees and coordinates research and data analysis work at the agency level as well as working with program staff, and develops and manages reports, data and analyses, and other relevant information for the agency website and other digital platforms, as well as, for presentations and reports.
- Conducts research and data analyses to support community and economic development activities including demographic and economic information to support strategic plans, workforce and industry assessments, and market studies.
- Supports planning of programs such as criminal justice and public safety, senior services, transportation, workforce housing, environmental initiatives with data analyses and projections including visualization and mapping of outputs.
- Identifies and tracks state and federal legislation, policies, and programs that impact agency activities and assesses these for applicability to internal efforts or those of local governments.
- Prepares and presents annual state of the region report and serves as agency spokesman regarding economic and demographic trends and prepares quarterly newsletter.
- Works with program managers to measure and assess impact of strategies, initiatives, and manages development of annual projection and reporting of agency productivity and performance.
- Works with executive director to review agency organizational, procedural, and other internal practices and policies to identify efficiencies, improvements, and best practices opportunities.
- May serve as project manager to support internal initiatives by assisting to define the scope, purpose, objectives, resources, best practices, time frames, organizational impact, and/or corrective action.
- May work with program managers to develop funding applications for state and federal grants as well as proposals to foundations and non-profit organizations.

GENERAL QUALIFICATIONS

Education

Bachelor's degree from an accredited university with major coursework in economics, public or business administration, research methodology and statistical analysis, or related field.

Experience

Must have 3-5 years' experience in data gathering and reporting, statistical analysis, and quantitative and qualitative research.

Knowledge, Skills, Abilities

- Experience working with economic development, regional planning, and public policy.
- Must have strong written and verbal skills.
- Experience using data sources and tools such as BLS, ACS, BEA, EMSI, ArcGIS, Tableau, Chmura, Adobe Creative Suite.

Position Specific Competencies

- Judgment – Demonstrates critical thinking based upon in-depth data gathering, corroborating information, consideration of others’ input, and personal values and ethics.
- Conceptual/Strategic Thinking – Demonstrates ability to distill broad themes and ideas from specific information and events.
- Organizational Skills – Manages with attention to detail, thoroughness in reporting, use of effective processes, and provides oversight on project implementation.
- Professional Confidence – Demonstrates an ability to communicate effectively with others about current topics, trends, and experiences in their primary field while seeking out challenging new tasks or projects.

Physical Requirements

Remain in a stationary position at a desk throughout the workday.	Frequently
Stand and perform tasks throughout the workday. May be stationary for periods of the day.	Seldom
Move about inside the office to perform different tasks of the position such as access the copy machine, file papers, or deliver mail to the reception area.	Seldom
Coordinate precise movements of the fingers in order to use office productivity machinery or perform intricate tasks.	Regularly
Move objects weighing up to designated # of pounds.	Seldom - 15 lbs
Lift objects from the floor and up onto a shelf or desk weighing up to designated # of pounds.	Seldom - 15 lbs
Converse with others both in person and over the phone.	Regularly
View details at close range (within one to two feet of the observer) and distinguish color-coded materials.	Seldom
Move body into multiple positions to perform different tasks such as in the following examples: under desks, between walls, around servers and furniture, or to retrieve files from the bottom or top drawers of file cabinets.	Seldom
Performs duties in professional office environment	Frequently
Performs duties while exposed to conditions of heat, cold, humidity, wind and/or rain.	Seldom
Drives a vehicle to perform CAPCOG business.	Seldom

KEY

- Never 0% Seldom 0-30% Occasionally 30-60% Frequently 60-90% Constantly 90-100%

Seldom would be up to 12 hours per week or 0 to 2.4 hours per day

Regularly would be 12 to 24 hours per week or 2.4 to 4.8 hours per day

Frequently would be 24 to 36 hours per week or 4.8 to 7.2 hours per day

Constantly would be 36 hours to 40 hours per week or 7.2 to 8 hours per day

Other Requirements

- Dependable transportation for travel within the region, valid driver’s license and proof of vehicle insurance as required by the State of Texas.

I have read and understand all aspects of this job description. I have discussed the duties with my supervisor.

Employee Printed Name

Signature and Date