

**Posting Period**  
**February 26 – March 12, 2013**

## **Management Analyst**

### **Summary of Duties**

Reporting directly to the Deputy Executive Director, Administration, provide project management oversight, analysis and support for the Deputy Executive Director's Office. Develop, analyze and assist in the evaluation of organizational performance metrics measuring progress toward achieving strategic goals and Executive Director/CEO priorities. Serve as steward of highly confidential information and act as a trustworthy liaison for the Deputy Executive Office and internal and external stakeholders on key matters. Develop and provide oversight to monthly CEO reports. Analyze and streamline current business processes, and make recommendations for improvement to maximize efficiency. Conduct research, prepare statistical analysis reports, and manage special projects. Manage and expedite the workflow of the Deputy Executive Director's Office to ensure both internal and external accountabilities and responsibilities are met. Create databases and systems for projects. Performs all other duties as assigned to meet the ongoing needs of the organization.

### **Minimum Acceptable Qualifications**

- Must possess a Bachelor's degree in Business Administration, Management, Human Resources or related discipline OR in lieu of degree, any combination of professional experience and education that equal four (4) years.
- In addition to # 1, must have three (3) years of professional experience.
- Must have strong business acumen that includes the ability to make sound business decisions in a fast-paced work environment with many demands while working with sensitive information, and maintaining strict confidentiality.
- Must possess and understanding of Organizational Leadership theory and Lean Six Sigma principles.
- Must possess a strong aptitude and proficiency in business technology tools that includes Microsoft Office Suite with emphasis in SharePoint, PowerPoint, Access, and Publisher.
- Must have strong analytical, critical thinking and problem solving skills.
- Must have excellent oral and written communication skills as well as coordination and organization skills.
- Must have exceptional interpersonal and relationship building skills in dealing with external groups and/or organizations.
- Must possess and maintain a valid driver's license.

**All employees are responsible for performing their job safely and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations.**

### **Other Important Information**

- Subject to a physical examination/drug test and background check to verify information regarding education, employment history, vehicle and criminal history.
- Only resumes with salary history will be considered.
- Only qualified candidates will receive consideration.
- Relocation is not available for this position.

**If you are interested in applying for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to:**

E-mail: [jobs@metrarr.com](mailto:jobs@metrarr.com)

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