



### **Data Analytics and Procurement Specialist (Full-Time)**

The Revenue Authority of Prince George's County is seeking a **Data Analytics and Procurement Specialist** to be responsible for performing a broad range of analytical and administrative functions in support of agency operations. The incumbent would play a key role in collecting, managing, and analyzing data to enhance decision-making, improve operational efficiency, and support strategic initiatives.

The Revenue Authority of Prince George is a quasi-governmental entity that serves as a real estate development and development finance agency, an operator of programs and facilities, and a manager of programs and facilities in partnership with other Prince George's County agencies.

#### **Responsibilities include but are not limited to:**

- Prepares and drafts solicitations to support departmental procurement, funding, and programmatic needs
- Researches, prepares, and writes grant applications, including gathering required data, developing narratives, and supporting documentation to secure external funding
- Works collaboratively with management and cross-functional teams to identify business needs, recommend process improvements, and support data-driven strategies aligned with agency goals and objectives
- Gathers data from both primary and secondary sources, maintaining databases, and ensuring data quality standards are met
- Cleans and validates data, removing inaccuracies or corrupt records, and applying statistical practices to analyze trends and patterns within complex datasets.
- Develops dashboards, reports, and visualizations using business intelligence platforms such as Power BI or Tableau to effectively communicate findings and support strategic planning
- Works closely with leadership to define reporting requirements, enhance business processes, and provide actionable recommendations based on analytical results.
- Identifies, analyzes, and interprets trends or patterns in complex data sets
- Troubleshoots system or data-related issues to improve overall reporting efficiency and reliability

### **Qualifications/Skills Required:**

- Bachelor's degree in Data Analytics, Accounting, Economics, Statistics, Computer Science, Information Systems, Business Administration, Mathematics, or a related field required
- Ability to analyze and interpret program, finance, and operational data to support solicitation development
- Project coordination skills to manage timelines and collaborate with internal stakeholders
- Research and analytical skills to gather, validate, and present data supporting grant narratives
- Strong ability to interpret complex data sets and identify trends, patterns, and actionable insights

### **Preferred Certifications / Specialized Training:**

- Certification in data analytics tools such as Microsoft Power BI or Tableau
- Training in SQL, database management, or statistical analysis methods
- Professional certifications in data analysis, business intelligence, or project management are considered an asset
- Knowledge of procurement practices and solicitation processes such as Request for Proposals, Request for Information
- Knowledge of grant funding processes, requirements, and criteria

### **Why Should You Join Our Team**

As a dynamic agency, we understand what it means to have a work culture that is dedicated and flexible to create a work/life balance. The Revenue Authority of Prince George's County is an equal opportunity employer committed to promoting an inclusive work environment free of discrimination and harassment. We are committed to our mission and values, while promoting a sense of belonging and growth with our coworkers.

Together, we continue to build a culture that encourages, supports, and celebrates the diverse voices of our employees.

We are proud to offer a comprehensive benefits package including:

- Medical, Dental, vision, EAP services, and more!
- Vacation, Sick and Personal Leave
- 401K Retirement Savings Plan
- Telework/Hybrid Work for Qualified Positions
- Opportunities for Professional Development

- Friendly Team-oriented Work Environment

**If you are interested in this position, we encourage you to apply!**

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=033b4c3e-8e78-42bc-befc-03a22c7628d0&cclid=19000101\\_000001&lang=en\\_US&jobId=9201269018805\\_1&&source=EN](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=033b4c3e-8e78-42bc-befc-03a22c7628d0&cclid=19000101_000001&lang=en_US&jobId=9201269018805_1&&source=EN)

### **Conditions of Employment**

**Must successfully complete background & driving record check and drug test**

### **Eligibility to Work**

Under the Immigration Reform and Control Act of 1986, an employer is required to hire only U.S. citizens and lawfully authorized alien workers. Selected candidates for employment will be required to show and verify authorization to work in the United States.

### **Closing Date**

Open until filled.

### **Pay**

\$75,000 Annually *Exempt*