



KENTON COUNTY AIRPORT BOARD
invites applications for the position of:

Business Analyst

CLOSING DATE:

Open
Until
Filled

CLASS SUMMARY:

Responsible for assessing prescribed business needs, gathering and analyzing information and developing proposed solutions to facilitate excellence in the financial and operational effectiveness of the business of the Board.

ESSENTIAL DUTIES:

This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

- Develops models and provides analysis to assist in the development and implementation of strategic initiatives to support financial and operational goals; analyzes various alternatives and puts definition to them by quantifying risks, resource requirements, cost impacts, funding requirements, and timeline.
- Tracks and analyzes business activities and trends and compares analyses against best practices and benchmarks to identify problems and/or opportunities. Presents findings and works with all levels of the organization to identify and implement strategies that will positively impact the business and address financial and strategic goals.
- Performs various analyses to provide for tracking of costs to activities and cost centers to assist in ratemaking process, resource planning decisions and identifying areas of concern as it relates to established goals and budgets.
- Assists departments in development of business case and other analysis in support of decisions regarding investment of resources.
- Assists with modeling, forecasting, and analysis supporting airport master planning, airline rates & charges, use and lease agreement negotiations, and infrastructure investment.
- Assists in the preparation of analysis and documentation in support of the issuance of bonds and airport credit ratings.
- Assists with the annual inventory count process, inventory valuation, and inventory analysis.
- Prepares special reports to assist in implementation of the business plan.
- Assists in review of business processes including modeling and design alternatives and the facilitation of various business projects as requested.
- Performs other duties of a similar nature and level as assigned.

TRAINING AND EXPERIENCE:

Bachelor's degree in a related field to the area of assignment and five years of related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING AND CERTIFICATIONS:

- Maintains Security Identification Display Area (SIDA) clearance.

KNOWLEDGE OF:

- Business Analysis Principles and Practices;
- Financial Analysis Principles and Practices;
- Principles of Forecasting
- Project/Process Management;

SKILLS IN:

- Clearly and effectively communicating, negotiating and advocating, both orally and in writing.
- Forecasting and predictive analytics.
- Advanced use of Excel and other standard analytical programs
- Use of a variety of computer-based technologies including word processing, spreadsheets, databases and reporting tools.
- Analysis of unrelated and potentially incomplete datasets in order to facilitate the decision making process.
- Identification and analysis of problems and recommending and assisting in implementation of solutions.
- Establishing and maintaining effective, fair, cooperative, collaborative and respectful relationships with internal and external colleagues, peers, work teams and workgroups.

ADA AND OTHER REQUIREMENTS:

Positions in this class typically require: standing, walking, fingering, talking, hearing, seeing and repetitive motions.

Light Work: exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Interested candidates can obtain more information and apply at www.cvgairport.com/jobs.

The Kenton County Airport Board is an Equal Opportunity Employer/Minorities/Females/Disabled/Veterans