



JOB DESCRIPTION

Position Title: <u>Business Analyst</u>	Department: <u>Business/Ops</u>
FLSA Status: <u>Exempt (Salary)</u>	Reports To: <u>Director of Business</u>
Effective Date: <u>August 2019</u>	Working Status: <u>Full Time</u>

Job Summary:

The Business Analyst responsible for managing waste contracts, inventory control and budgeting/analysis for the LCSWMA system. This position manages the system's waste capacity and understands all system waste types and rates. The position will provide support in waste approval processes, contract/relationship management, budgeting and will provide on-going waste trend analysis.

Job Responsibilities:

- Advance LCSWMA's mission, philosophy, and commitment to the community by embracing these values and demonstrating them in your everyday activities.
- Assist with the planning, development and implementation of goals and objectives for business development program in order to align the goals of the department with the organizational objectives.
- Plan, develop and administer system waste management strategies for the LCSWMA disposal facilities with primary goal of maintaining operational efficiency while maximizing revenue. This includes long-term and daily planning.
- Collaborate with Facility Management, and other staff as necessary, to efficiently and effectively adjust customer deliveries to current operating status.
- Manage assigned customer contracts and relationships.
- Assist in waste approval processes and ensure all applications/forms are completed and distributed accordingly to comply with all policies and procedures.
- Assist with annual budgeting and forecasting processes.
- Preparation of monthly waste reports and analysis.
- Assist with annual compilation and submission of Forms 26Rs for Residual Waste generators.
- Manage special projects as directed by manager.
- Respond to customers' requests for information on waste disposal options and seize opportunities to upsell existing customers.
- Effectively and accurately communicate LCSWMA policies and procedures to customers to avoid any misunderstandings.
- Support a culture of safety by performing all responsibilities in accordance with LCSWMA safety policies and procedures and take a proactive approach to ensure a safe working environment for employees and customers.
- Perform all work within Environmental Management System policies to ensure compliance with the procedures.

Education, Training, Certification or Experience:

- Bachelor's Degree and 1-3 years of experience or a comparable combination of education and experience
- Understanding of DEP regulations with reference to Municipal and Residual Wastes. (preferred)

Technical Competencies:

- Exceptional written, verbal, and non-verbal communication skills
- Strong organizational, analytical and problem-solving skills and the ability to work independently with limited supervision
- Proficiency in Microsoft Office, especially Excel
- Good math, reading and writing comprehension.



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Behavioral Competencies:

- **Drive for Results:** Focuses on assessing, measuring and improving performance. Shows drive and determination to meet short- and long-term goals. Specifically, strives to meet challenging goals; for example, setting ambitious, but realistic goals for performance improvement (for self and/or own team).
- **Business Perspective:** Has an understanding of the business context in which they are operating that informs planning and decision making. Specifically, understands the market; for example, is aware of what current competitors are doing.
- **Customer Focus:** Identifies and meets the needs of internal and external customers, being continually focused on outcomes for customers. Specifically, improves service; for example, asking for customers feedback and takes action for improvement.
- **Conceptual Thinking:** Thinks through issues by seeing the pattern or big picture, brings facts and ideas together, and develops innovative or creative insights. Specifically, applies models or theories; for example, using a theory to help understand a situation.
- **Teamwork and Collaboration:** Works cooperatively as part of a team and collaboratively with peers, internally and externally. Specifically, values others' input; for example, actively bringing people together around a specific problem.
- **Impact through Influence:** Engages with others, getting buy-in to deliver results and skillfully influencing to build support. Specifically, adapts approach; for example, considering what is important to the stakeholder audience and tailors the message and the language accordingly.
- **Approach to Thinking:** Thinks through situations of varying degrees of complexity and ambiguity, in order to understand them clearly. Specifically, sees multiple relationships; for example, identifying several likely causes or consequences of a situation.
- **Information Seeking:** A desire to know more and seek information to inform decisions. Specifically, explores; for example, establishing the facts by digging deeper, asking probing questions and challenges first responses.

I have read and understand the above position description. This job description is not intended to be, and should not be construed as, an all inclusive list of responsibilities, skills efforts or working conditions associated with the position. I understand that it does not constitute an employment contract, that my employment is at-will for an indefinite period of time, and that the organization may change wages, benefits, conditions and responsibilities at any time.

Employee Name: _____ **Signature:** _____ **Date:** _____

Manager Name: _____ **Signature:** _____ **Date:** _____