



Job Title: Data Analyst

Status: Full-time

Department: Administration and Finance

Division: Technology

Salary Range: \$42,926-\$48,957

Job Description: See below

Candidates may apply by:

- Submitting a cover letter and resume to Human Resources Director Sherry Lewis at lewiss@huntingtonwv.gov
- Going to the HR office in person at City Hall, Room 145
- Completing the online application www.cityofhuntington.com — click on *City Government* > *Employment Opportunities* and follow the link on that page

Submissions will be received through the close of business on 10/23/2026. EOE

DATA ANALYST

Job Category: Administrative

Department: Administration and Finance

Division: Technology

Job Code No.: IT-07

Pay Grade: A11

FLSA Status: Nonexempt

NATURE OF WORK

This is a responsible administrative position tasked with supporting the City's modernization efforts by improving how data is collected, analyzed, and used to streamline operations and enhance public services. Work involves the transformation of manual and paper-based processes into efficient, digital workflows and supporting data-driven decision making across departments, beginning with revenue and financial systems. This position contributes to improving City operations, empowering staff through data, and delivering modern public services to residents. Work is performed under the supervision of the Director of Technology.

MINIMUM QUALIFICATIONS & SPECIAL REQUIREMENTS

Graduation from an accredited four-year college or university with a bachelor's degree in data science, computer science, business analytics, information systems or a related field; minimum of two (2) years of experience in systems and process automation, including use of data visualization tools (Power BI, Tableau or similar); or any equivalent combination of education and experience.

Valid driver's license from state in which employee resides.

Must be able to pass a civilian polygraph examination and criminal background check.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Builds automated workflows and reporting tools using Excel, Power Query, and other data platforms.
- Assists in modernizing revenue, reporting, and payment processes to improve efficiency and accuracy.
- Creates dashboards and data visualizations to support financial and operational decision-making.
- Analyzes workflows and recommends automation and process improvement opportunities.
- Supports system testing, rollout, and documentation of new processes.
- Trains staff on updated tools and data processes.

- Monitors performance and assists in continuous improvement of automated processes.
- Researches and recommends modern data tools, including AI-enabled platforms, to support modernization.
- Assists with revenue analysis, forecasting, and reconciliation tasks.
- Troubleshoots data and reports issues as they arise.
- Promotes courtesy and professionalism throughout the City of Huntington.
- Other duties as assigned.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of online payment platforms or customer-facing digital tools.
- Proficiency with Excel, including advanced use of pivot tables and Power Query.
- Strong analytical and problem-solving skills.
- Strong organizational, communication, and collaboration skills.
- Strong, independent work ethic, creativity, and willingness to learn and experiment with various processes.
- Strong interest in automation, digital transformation, and public-sector innovation.
- Ability to streamline manual tasks and support automation projects.
- Ability to analyze trends and present insights clearly to non-technical staff.
- Ability to manage sensitive information confidentially.
- Ability to express ideas clearly and concisely, both verbally and in writing.
- Ability to establish and maintain effective working relationships with City officials, employees and the public.

TOOLS AND EQUIPMENT USED

Motor vehicle, telephone, computer, calculator, copy machine, fax machine, and modern data platforms.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects and to reach with hands and arms. The employee is frequently required to sit, stand, walk, talk, see, hear, and smell. The employee may occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Work is performed primarily in a professional office setting, and the noise level in the work environment is usually moderately quiet.

SUMMARY

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description is subject to change by the City as the need arises.