



Brendle Group is Hiring! Data Analyst and IT Administrator

Position Description

Brendle Group seeks a Data Analyst and IT Administrator to join our team, in pursuit of our company mission to accelerate equitable solutions to address the climate crisis. Headquartered in Fort Collins, CO, we will consider local or remote candidates. We believe in finding the right person based on culture, fit, and skills. We are committed to inclusive and just hiring practices, recognizing historic inequities in the engineering, planning, and sustainability professions. Each of our team members has breadth across a range of skills, including one or more in data analysis, energy, climate, water, or other sustainability topics. For this position, we are looking for deeper core competencies across data analytics, database tools, visualization, and modeling and broad IT infrastructure and administration.

We are looking for candidates who are passionate about sustainability and possess the professional integrity, maturity, agility, and decision-making acumen to help drive our sustainability impact. This position may occasionally include weekend, evening, or overnight travel as needed. Key attributes of ideal Brendle Group candidates include the following:

- Consistently produces high quality work
- Owns position responsibilities and meets deadlines
- Adapts willingly to changing responsibilities
- Reliable and clear communicator
- Problem solver and critical thinker
- Exhibits professional empathy and perspective

Application Process

To apply, please forward a resume, three professional references, salary expectations, and a compelling cover letter addressing our job requirements and why you'd be a great addition to our team to hr@brendlegroup.com.

- Application deadline no later than January 18, 2021; *applications will be screened as they are submitted*
- Interviews ongoing through January 22, 2021; *subject to change*
- Estimated start date - week of February 1st; *subject to change*

If this position doesn't align with your expertise, please check our website for other current opportunities BrendleGroup.com/open-positions.

Position Responsibilities

- Supports office infrastructure, including networks, workstations, remote access, databases, SharePoint access and content, and other tools and systems – working closely with third-party IT service providers but serving as first-tier support
- Helps screen, specify, design, procure, deploy, validate, and train others on existing and new decision support tools and models - as may be required in meeting high-tech consulting team objectives
- Supports community, campus, and building-scale energy modeling for Net Zero Energy and carbon neutrality analysis
- Supports energy and carbon reduction strategy implementation monitoring tools used to track progress - utilizing custom calculations, database queries, and visualization tools
- Continuously improves and develops internal tools, skills, and resources - sharing and teaching across the team
- Communicates effectively with clients and other staff members

Required Qualifications and Experience

- Working experience with networks, security, database administration, Microsoft Window 10, Microsoft Office, and other IT administration
- Multi-faceted experience across modeling, analysis, database, visualization tools and techniques
- Self-motivated, ambitious, innovative team player with a passion for sustainability
- Strong interpersonal communication skills
- B.S. or equivalent in data analytics, computer science or information systems, software, engineering, or other related degree from an accredited 4-year university or college
- Proven expertise in database applications including SQL, design, management, and administration
- Experience in one or more scripting and analytic tools such as Python, R, MATLAB, Power BI, or other related
- Strong knowledge of PC-based software applications including Microsoft Office suite and other delivery technologies and methods, with exceptional Excel knowledge and skill
- If remote, proven experience meeting all requirements including collaboration and communication

Preferred Qualifications and Experience

Preferred qualifications and experience to include any of the following:

- 3-7 years of direct relevant data analytics and IT experience and workplace skills
- Experience in database design, management, and administration
- Professional certification(s) or skills commensurate with career path to date
- Additional technical expertise such as GIS, Tableau or other visualization tools, energy modeling, GHG accounting, or other related technical skills
- Working knowledge of energy, water, or climate services
- Small business consulting experience and passion

Salary and Benefits

Brendle Group offers a flexible and collaborative workplace with competitive salary and a generous benefits package, including:

- Salary commensurate with experience, and competitive for region and market
- Employer-paid health, dental, vision, and disability insurance
- SIMPLE retirement plan with employer match
- Full-time or part-time schedules can be accommodated
- Flexible schedule and telecommuting benefits
- Paid time off, accumulating from your first day
- Quarterly floating holidays; summer hours providing extended weekends
- Annual bonus and salary adjustments

About Brendle Group

Brendle Group is a growing engineering and planning firm committed to balancing the problems our clients need solved today with the collective needs of our communities in the future. Our goal is to collaborate on meaningful projects that have big impacts. Since our founding in 1996, our company purpose has been to create lasting impacts that inspire and sustain our communities and our world.

With more than 300 completed projects across 30 states, our portfolio includes innovative projects that address energy, climate, and water challenges for clients in the public and private sectors. We believe our team members bring a unique blend of technical expertise, innovation, and agility to help anticipate and solve new sustainability challenges.

If this sounds like your kind of challenge, roll up your sleeves with us! There's so much important work to be done. Learn more at [BrendleGroup.com](https://www.brendlegroup.com).

