

Agency Analyst – New Mexico Public School Facilities Authority

Since its creation in 2002, the Public School Facilities Authority (PSFA) serves as staff to the Public School Capital Outlay Council (PSCOC) to assist school districts and charter schools in the planning, design, construction, and maintenance of their facilities. We are an Albuquerque based agency of the State of New Mexico.

Visit the following link to apply.

<https://www.nmpsfa.org/orangehrm/symfony/web/index.php/recruitmentApply/jobs>

Job Purpose

The PSFA Agency Analyst role consists of helping the organization to gather, analyze and organize information. Conducts research and prepares informational reports for both internal use and external presentations to varied audiences. Work includes planning and policy analysis, collection and analysis of financial, educational, and economic data, examination and review of expenditures related to performance of public school facilities, and conducts policy analysis of related legislation as assigned. As a member of the Projects Team, the Agency Analyst assists the team on a range of tasks related to architecture, planning/design, school districts functions, and facilities database analysis.

Duties and Responsibilities:

- Coordinates and leads research and analysis of topics related to school planning, design, and facility information, per requests from managers, PSCOC members, and other stakeholders
- Collaborates with the Funding Programs Manager, Director, Legal Counsel, and other staff as needed, during session to research facility and schools related topics to support analysis for Fiscal Impact Reports and presentations to subcommittees
- Researches and provides analysis of historic agency policies and procedures related to planning, design, construction, and maintenance
- Prepares information, analysis, and presentation materials for PSCOC on topics related to facility planning and facility data
- Coordinates with Projects Team managers and others to gather facility planning information and prepare analysis for applicant school facilities for the capital funding programs
- Writes research reports and presents findings.
- Tracks legislation related to public school facilities.
- Formulates analyses of projects and makes recommendations to Public Schools Capital Outlay Council for allocation of capital funding to School Districts
- Preparation of planning/design reports, special analyses and program status/expectations for agency Director and Public Schools Capital Outlay Council.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities Required:

- Knowledge of principles and methods of community and regional planning, architecture, construction, and facility management.
- Ability to prepare analysis of state government accounting and other documentation procedures.
- Knowledge of research methodology, including financial and statistical reporting.
- Skill with computer and spreadsheet applications.
- Knowledge of instructional methodology and program, organization of school systems, and state and federal laws governing education.
- Ability to evaluate, analyze, and interpret educational and financial data; to express ideas clearly and concisely, both orally and in writing.
- Ability to make presentations to diverse audiences

- Ability to establish and maintain effective working relationships with associates and the public and handle confidential matters in a trustworthy manner.
- Ability to foster a cooperative work environment.
- Strong interpersonal and communication skills
- Strong writing and grammatical skills

Minimum Education and Experience

A bachelor's degree in architecture, community/regional/urban planning, liberal arts, political science, public administration or a related field from an accredited college or university and at least three years of experience in a planning-related field. Master's Degree preferred. Experience or education may be substituted for one another at the discretion of the Director.

Working Conditions

This job operates in a professional office environment. This role routinely uses standard office equipment. Occasional evening and weekend work may be required as job duties demand. Travel is primarily local during the business day, although some out-of-the-area and overnight travel may be expected on occasion. When offsite: ascending or descending ladders and stairs, using feet and legs and/or hands and arms to evaluate building conditions. Occasional balancing, stooping, kneeling, crouching, and crawling in a variety of outside and inside areas, often in close quarters, narrow aisles or passageways, crawl spaces, small enclosed rooms, and other areas that may cause claustrophobia.

Physical Effort

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Minimal physical activity is required while performing the duties of this job; the employee may sit or stand for extended periods. Work is normally performed in a typical interior/office work environment. Occasional fieldwork may be necessary that involves minimal exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, unpleasant odors, and/or loud noises. Occasionally ascends/descends a ladder to access roofs or other high areas during field assessments. Some potential exists for exposure to hazards or physical risks, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat, wind, and outdoor exposure to the sun.

Supplemental Information

Other Requirements: State travel is required occasionally. Must possess and maintain a valid New Mexico driver's license.

Job Type: Full Time

Base of Operations: Albuquerque, NM

Public School Facilities Authority is a state agency that offers excellent benefits, including membership in the Public Employees Retirement Association of NM.

Executive Order 2021-046 requires all employees with the State of New Mexico to provide either proof of COVID-19 vaccination or proof of a COVID-19 viral test every week. Links to the referenced Executive Order and Public Health Order can be found on the State Personnel Office website homepage: www.spo.state.nm.us