

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

DUTIES Serves as a Capital Investment Analyst (IT/Technology) in the Office of Technology (Office), Metropolitan Washington Airports Authority (Airports Authority). Performs a range of analytical work to evaluate the financial viability of current and future technology investment opportunities. Works with management to ensure the proposed IT/technology capital investments (Investments) are aligned to support the Airports Authority's strategic plans, goals, and objectives. Drafts business case studies, reports, and presentation materials. Conducts market research and benchmarking analysis. Tracks key performance indicators (KPIs). Performs related functions.

--Assists in the identification and evaluation of IT/technology capital investments (Investments). Helps ensure Investments are aligned and integrated with (a) the Airports Authority's strategic plan, (b) the objectives and activities of major business units and functions, and (c) the Office integrated technology strategic plan to achieve unit/function-specific and overarching, Airports Authority-wide organizational and programmatic goals in the short-, mid-, and long-term.

--Conducts financial analysis, such as return on investment (ROI) analysis, net present value (NPV) of cash flow analysis, and total cost of ownership (TCO) analyses, for individual technology capital projects (new projects, expansion of existing projects, and/or need for additional funding) to determine Investments financial impact and make recommendations.

--Assist with capital cost studies and audits for Investments, including pre- and post-implementation reviews/modeling. Performs mathematical and statistical analysis of financial, economic, managerial, and operational data to assist in planning and decision making.

--As pertinent to Investments, conducts environmental scans and benchmarking analysis as well as compiles business intelligence (including competitor intelligence) to help enhance visioning and forecasting of changes in technologies, demographics, air carrier, traveler, as well as other customer wants/needs and other factors that (will) impact Investments as support by (appropriate) broad-scope or narrow-scope analyses.

--Helps identify new or expanded IT/technology opportunities or service/support operations, pricing formats, high potential new ventures, consolidations/retrenchments, etc. Evaluates the financial viability of and recommends new products [commercial off-the-shelf (COTS) and cloud-based] to reduce overall system development and long-term maintenance costs, improve communications and workflows, and streamline processes. Researches and analyzes revenue models generated from technology capital assets (e.g., distributed antennae systems, Wi-Fi and mobile revenue streams, digital display advertisement). Helps identify, analyze, and discern trade-offs using various quantitative and qualitative means to maximize the value proposition.

--Collaborates with business area(s) to draft business cases that effectively show the value of their technology requests, such as illustrating the strategic alignment of the business area's roadmap, and support technology solutions that help business area(s) meet their goals and objectives while aligns with Office strategic model. Drafts formal briefings and presentations

to the Technology Steering Committee (TSC), stakeholders, the CEO, as well as the Board of Directors and Board Committees [e.g., the capital Investment Review Committee (CIRC)] to gain concurrence on Investment strategy.

--Uses reporting tools to monitor the investments lifecycle and generates reports/models. Tracks key performance indicators and updates internal dashboards/models on investment strategic planning phase, project management lifecycle, and investment expenditures.

--Assists in the development of the Office's annual and 5-year investment plans. Collaborates with the Office of Finance, including its Budget Department, and the Office of Procurement and Contracts leadership to align financial requirements of investments. Drafts written materials, such as business case scenarios, justifications, and analysis of non-routine technical issues for the plans.

--Communicates and interacts effectively with internal and external business contacts including, but not limited to, other members of the unit/team, other Airports Authority employees (such as executives, managers, supervisors, professionals, and support staff), consultants, vendors and suppliers..

--Uses a computer and (a) modern office suite software (such as MS Office) to communicate (email), plan, schedule, word process, prepare spreadsheets and analyze data (spreadsheets and databases), compile information for reports, create flow charts, prepare presentations and graphics, and perform research (Internet use to search out new products and technologies), (b) enterprise systems/software for collecting and analyzing financial and nonfinancial data, time and attendance reporting, and other functions; (c) specialized software, such as statistical tools to compile and analyze data and prepare reports used in the Office.

--May operate a motor vehicle on and off Airport complexes to attend meetings and perform other functions.

--*Performs other duties as assigned.*

Critical features of this job are described under the headings below. They may be subject to change through reasonable accommodation or otherwise.

MINIMUM QUALIFICATIONS (MQs)

To be rated qualified for this job, an applicant must meet all of the MQs listed below at the time of vacancy announcement closure.

1. A bachelor's degree in any field providing a strong foundation for successful performance of the DUTIES in this job description, or an equivalent combination of education, experience, and training totaling four years.
2. Four years of progressively responsible experience in most of the DUTIES in this job description, to include (a) assessing the current state of an organization, its operations and

services, internal and external dynamics, and other factors and identifying the desired end state; (b) performing financial and business process analyses and modeling; (c) researching and analyzing revenue models; (d) identifying market trends and revenue opportunities; (e) conducting market research, environmental scans, benchmarking analysis, and SWOT analysis; (f) developing clear, detailed internal financial and economic business strategy reports and presentations for senior management; (g) tracking key performance indicators.

A fully equivalent combination of education and training beyond what is needed to satisfy MQ 1 above may be substituted for up to two years of these four years of experience. For example, a master's degree in any field that indicates the ability to successfully perform the DUTIES in this job description may be substituted for two years of experience.

PREFERRED QUALIFICATIONS

The qualifications listed below (if any) are preferred and may be considered in the selection process, but they are not required to be rated qualified for this job.

1. A Bachelor's Degree in Computer Science, Business, Finance, Economics, or Statistics.
2. Economic technology analytical experience in the transportation industry.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER FACTORS (KSAOs)

The following KSAOs are required for successful performance of this job and are a basis for rating and ranking applicants who are found to meet the MQs. *Local, Federal, airport industry or Airports Authority specific bodies of knowledge listed below may be acquired on the job, typically; ability to rapidly acquire them is required at the time of vacancy announcement closure.*

1. Knowledge of finance (including the principles, standards and techniques of budgeting, project cost accounting, fixed asset accounting, financial analysis, cost allocation, ratio analysis and reporting) to: analyze proposed IT/technology capital investments (in context of financial considerations, business operations and other factors) and recommend IT/technology capital investment actions and strategies.
2. Skill in program solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. This includes skill in recognizing subtle aspects of problems, identifying and analyzing relevant information and making balanced recommendations. Examples include (a) applying a variety of quantitative and qualitative techniques to assess the financial [including ROI and total cost of ownership (TCO) analyses] and operational worthiness of capital investments as well as the pros and cons of project alternatives, (b) interpreting the likely impact of economic factors, business factors, regulations and other factors on capital investments.
3. Knowledge of business, business intelligence, business management, business planning, and operational process analysis techniques, such as linear programming, simulations, and

other quantitative and non-quantitative analysis, to investigate inter- and intra-organizational operations to assess technology capital project proposals, and to identify opportunities for technology capital improvement that will improve business performance, optimize costs, reduce risks, and /or enhance customer satisfaction.

4. Skill in written communication to understand written information (facts and sometimes conflicting assertions and arguments), draw inferences, form hypotheses, and develop logical arguments, and to express such information in writing so that others will understand, and in certain circumstances, be convinced and/or persuaded. Examples include preparing or reviewing written materials, including reports, routine correspondence and instructions, non-technical issues, one-time business justifications, etc.
5. Knowledge of project management, systems, and IT/technology operations to collaborate and communicate with business stakeholders and project management to ensure investments are aligned and integrated with the Airports Authority's strategic plan and are integrated with the objectives and activities of major business units.
6. Knowledge of Airports Authority financial programs and other programs as they involve capital improvements (particularly technology and information technology programs), organization structure, operations/services, and key functions, projects and agreements altogether to turn analytical findings into effective tactical and strategic capital investment plans.
7. Interpersonal skills to interact effectively with business contacts in a businesslike, customer service-oriented manner.
8. Skill in oral communication to understand verbal information (including instructions, descriptions, ideas, facts and sometimes conflicting assertions and arguments), draw inferences, form hypotheses, develop logical arguments, and to express such information verbally so that others will understand. This includes skill in encouraging effective oral communication by others. Examples include discussing business plans, operations and problems with stakeholders/managers and staff and articulating higher management's vision and objectives in formal presentations to groups with diverse backgrounds and perspectives.
9. Skill in using a computer and (a) modern office suite software (such as MS Office) to communicate (email), plan, schedule, word process, prepare spreadsheets and analyze data (spreadsheets and databases), compile information for reports, create flow charts, prepare presentations and graphics, and perform research (Internet use to search out new products and technologies), (b) enterprise systems/software for collecting and analyzing financial and nonfinancial data, time and attendance reporting, and other functions; (c) specialized software, such as statistical tools to compile and analyze data and prepare reports used in the Office.

RESPONSIBILITY Is responsible for performing financial analysis and strategic planning (identification and evaluation) of IT/Technology capital investments for the Airports Authority. The work directly impacts the accuracy and adequacy of information available to the CIO and Airports Authority decision-makers to allocate resources for IT/technology capital assets and

align IT/Technology strategies with the Airports Authority's strategic plans, goals, and objectives for competitive advantage and success.

Reports to the IT/Technology Capital Investment Program Manager (Supervisor). The Supervisor makes initial assignments in terms of functional responsibilities, overall objectives, priorities, and special considerations. The Supervisor and incumbent together decide upon time frames, resources, and other parameters for accomplishment of assignments and special projects. The incumbent works independently in carrying out the work (planning/taking steps, coordinating/consulting with others, etc.) within established guidelines, priorities, and deadlines, and keeps Supervisor apprised of progress. The incumbent seeks advice and assistance from the Supervisor on unusual, critical, particularly complex or high visibility/impact or time-sensitive matters, typically presenting them with thorough analysis, advice, and recommendations. Work is typically reviewed in terms of quantity, quality, timeliness, customer service, teamwork, adherence to guidelines, specific performance management requirements, and other factors.

Guidelines include, but are not limited to, the Americans With Disabilities Act (ADA) regarding website accessibility; Federal Communications Commission (FCC) and Airports Authority requirements regarding electronic information security and privacy; other legal/regulatory requirements, Airport Use Agreement and Premises Lease; Airports Authority regulations, directives, policies, and procedures; programs, operations and services of the Airports Authority and of the airport industry in general; key internal and external factors pertinent to SWOT analyses for competitive advantage (such as economics, demographics, and consumer/traveler wants/needs/preferences); Federal and state laws and regulations related to the aviation and travel industries; the Airports Authority's procurement/contracting and EEO requirements; overarching technology and Office plans (including strategic and annual technology plans); generally-accepted IT standards, protocols and practices; technical manuals regarding hardware, software, power, back-ups, etc.; provisions of contracts for IT hardware, software, services, etc.; and general references, such as dictionaries and style manuals. The incumbent uses judgment and discretion in selecting, interpreting and analyzing economic, demographic, regulatory and other factors pertinent to strategic business planning, ROIs, TCOs, etc.

EFFORT The work is primarily sedentary, but requires moving about to obtain work information and meet with people. The incumbent may sit for extended periods while performing desk work. Typically exerts light physical effort in opening/closing file drawers, retrieving files and otherwise moving about. Regularly uses a computer to develop reports, analyze costs, conduct research and analysis, and perform other tasks; operates other office equipment. Reviews computer screens, printouts, and contracts containing small print. Frequently exchanges information by telephone. In driving, operates vehicle using judgment in consideration of weather, traffic and other factors.

WORKING CONDITIONS Works primarily in an adequately lighted, ventilated, and temperature controlled office and conference rooms. May be subject to job demands, such as having to achieve tight project schedules and balancing priorities at times of competing interests of various entities.

OTHER SIGNIFICANT JOB ASPECTS None.