

Job Description

Job Title:	Management Associate		
Job ID:	211025		
Location:	DC -Jackson Graham Bldg-4th Fl		
Full/Part Time:	Full-Time	Posting Open-Close	11/19/2021 - 12/30/2021
Regular/Temporary:	Regular	Union	NRP

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Job Description

Metro is looking for an enthusiastic professional with strong educational credentials to help frame the region's transit infrastructure for the future. As a Management Associate, you will join the Office of Strategy Planning Program Management (SPPM) and be part of the team that manages the funding for Metro's extensive capital investment program.

SPPM is the lead organization responsible for project budgeting, forecasting, funding management and control for Metro's capital improvement and planning programs.

This job might be for you if you:

Enjoy collaborating with stakeholders across multiple departments budget, forecast, fund, and control the finances of Metro's capital investment portfolio that is transforming and modernizing Metro.

Are ready to make an impact in assisting with capital project execution through managing client relationships.

Can see yourself successfully working across business lines in a cross-cutting role that will also include deep-dives into specific transit projects.

Sample tasks may include helping project managers understand and manage their project budgets, work with federal and local governments to obtain and manage sources of funding, and ensuring compliance with laws, regulations, and requirements governing use of funds.

Apply now and be part of a dynamic team in framing Metro's future.

Minimum Qualifications

Education

- Bachelor's degree in Engineering, Business Administration or General Studies

Experience

- Not to exceed two (2) years of experience relevant to assigned business function

Certification/Licensure

- N/A

Preferred

- Technical Training or Certification relevant to assigned business function
- Successful completion of a Metro sponsored college internship or employment program

Medical Group

Satisfactorily complete the medical examination for this position, if required. The incumbent must be able to perform the essential functions of this position either with or without reasonable accommodations.

Job Summary

The Management Associate works under direct supervision, performs entry-level professional analytical and technical work to assist with the analysis, data management, research and policy development related to the operations and services of a department or unit; assists with the monitoring, assessing, and reporting on the business processes and activities, including measuring and analyzing indicators of performance, quality, quantity and efficiency. May

perform a variety of entry-level professional work in coordinating a department-specific program and multiple administration functions, such as financial or budgetary analysis, procurement and contract administration, human resources management, information technology projects, department-specific administrative programs, or related functions and related work as required.

Performs entry-level work; less complex and more narrowly defined scope; performs designated segments and not all phases of the program/project cycle.

Essential Functions

- Conducts professional-level work in functions or activities, such as financial, budgetary, procurement, contract administration, human resources, training, information technology, and similar functions;
- Assists with a variety of technical and professional work related to monitoring and reporting on departmental business processes, activities, and outcomes.
- Performs designated segments of projects or programs with well-defined objectives, including activities such as data collection, synthesis of data gathered to support analysis, and documentation of findings and recommendations.
- Confers with other departments, officials, consultants and explains policies and procedures; may make presentations on assigned projects and programs.
- Conducts research and analytical studies on a variety of programs and issues; coordinates and expedites reports and program information from departmental input; develops procedures and forms; formulates recommendations and prepares reports and correspondence.
- Formats data sets and performs qualitative and descriptive statistical analyses to aggregate and assimilate data for displaying potential patterns and trends.
- Supports manager in workforce management analysis to include research and coordination of grievance or disciplinary actions relating to union and nonunion employees.
- Assists in implementing business improvements, such as changes to policies, work practices, processes and procedures.
- Contributes to position papers, evaluation reports and presentations.
- Communicates and interacts effectively with business contacts in a businesslike, customer service-oriented manner; establishes and maintains effective working relationships and work collaboratively as a member of a team.
- Implements and monitors prompt payment procedures for contractor payment requests. Ensures that required documentation is maintained to support these payments and all contract files are audit-ready.
- Assists in the development of the Authority pre-negotiation position with regard to the contractor's proposal for contract establishment, modifications, claims, and closeouts.
- Collaborate with SCM to develop, implement and maintain processes and procedures that will ensure that transit operation material needs, and inventory stock levels are efficiently maintained based on the past usages and future demand forecasting.
- Ensures all transit operations offices adhere to WMATA procurement policies while acquiring all goods and services required for the operation.
- Monitors statuses of all procurement initiations and follow up with PRMT and related offices to establish timely contract agreements.
- Ensures implementation of assigned programs are on time and within budget and in alignment with SCM program goals and priorities, Authority direction, and ensuring standards are cost beneficial

The essential duties listed are not intended to limit specific duties and responsibilities of any particular position. Nor is it intended to limit in any way the right of managers and supervisors to assign, direct and control the work of employees under their supervision.

Evaluation Criteria

Consideration will be given to applicants whose resumes demonstrate the required education and experience. Applicants should include all relevant education and work experience.

Evaluation criteria may include one or more of the following:

- Skills and/or behavioral assessment
- Personal interview
- Verification of education and experience (including certifications and licenses)

- Criminal Background Check (a criminal conviction is not an automatic bar to employment)
- Medical examination including a drug and alcohol screening (for safety sensitive positions)
- Review of a current motor vehicle report

Closing

WMATA is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, status as a protected veteran, or any other status protected by applicable federal law.

This posting is an announcement of a vacant position under recruitment. It is not intended to replace the official job description. Job descriptions are available upon confirmation of an interview.

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