The City of Bryan is seeking qualified candidates for Meter Data Analyst for the electric utility department (Bryan Texas Utilities). This position retrieves data from metering points and meter data repositories, validating the data for accuracy and performing medium to complex edits and estimation routines as necessary (VEE). Plans, organizes and coordinates meter data projects and assists the business with software upgrades.

**Responsibilities include:**

- Monitors, maintains and ensures that all metering systems are functioning properly and data is accurately being provided to the Cayenta billing system and to other departments dependent on metering data.
- Provides essential reports and queries from billing system, Meter Data Management System (MDMS) and meter data collection software.
- Develops and delivers MDMS training material.
- Assists staff in all aspects of application support including troubleshooting, training, and on-going support.
- Maintains MDMS system configuration.
- Performs research in order to resolve difficult application problems.
- Maintains working relationships with billing, metering and MDMS vendors.
- Assists with billing, MDMS and meter data collection software release and upgrade configuration and testing processes.
- Participates in testing of new product development or enhancements; participates on design teams regarding application enhancements.
- Keeps current in technology, industry developments and standards related to billing and meter services.
- Troubleshoots interval data problems and coordinates resolutions with appropriate parties.
- Ensures the validity of interval data, including estimation and editing of missing interval data, analysis of totalized load, consumption and time-of-use billing determinates.
- Understands and ensures the accurate application of system estimation algorithms.
- Ensures synchronization of common data residing in separate but related systems.
- Provides detailed interval data reports for internal and external customer support.
- Responds accurately to routine but complex data requests from internal and external customers.
- Monitors critical commercial and industrial (C&I) meters daily for configuration and reporting accuracy.
- Performs related duties as assigned.

**Minimum Qualifications:**

- Bachelor’s degree in business, mathematics, statistics, accounting, economics, computer science, engineering or other quantitative field.
- Requires 2-4 years of work experience which provides the skills and abilities to perform a job of this nature.
- Strong report writing skills which provide a good understanding of how to manipulate data that has been produced and collected from multiple business processes and systems is essential.
- Equivalent combinations of education and experience will also be considered; such as, an Associate's degree plus 4-6 years of relevant experience OR a High School Diploma plus 6-8 years of relevant experience may also be considered.

**To Apply:**

A City of Bryan online application is required. To apply and/or to obtain a detailed job description click [here](#). Be sure to attach a resume. You will receive an online confirmation # upon successfully submitting your application. You may log back in at any time to check on your application status. *The City of Bryan is an Equal Opportunity Employer*