

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Chief Data Officer

Department: Administration

Pay Grade: 517

FLSA Status: Exempt

Job Code: A730

JOB SUMMARY

The purpose of this classification is to support City data-driven decision making processes and to create strategies for using data to improve policies and programs through the identification, integration, analysis, exposure, and visualization of data, to include supervision and management of the City's Geographic Information Systems Division (GIS) and open data platforms. The position supports the needs of all departments, and reports to the Deputy City Administrator.

ESSENTIAL JOB FUNCTIONS

- Leads interdepartmental Data Governance Team and serves as facilitator and moderator for team meetings.
- Supports the goals and initiatives of the Data Governance Team.
- Takes leadership role in creating, updating, and executing the City's Data Governance and Open Data policies.
- Champions sharing data openly with the public and design, create, and maintain public-facing open data portals.
- Works with City Administrator, Deputy City Administrator, Directors, Chiefs, Division Managers, their delegates, and other City staff to identify available sources of City-created data.
- Develops strategies to leverage data to support staff in their roles within the City.
- Guides departments through the implementation of their data strategies.
- Identifies authoritative data sources and data integrity/scrubbing standards with staff.
- Increases awareness of the power of data.
- Uses identified data to create graphs, tables, reports, graphics, dashboards, and other visualization mediums to support staff roles throughout the City.

- Creates data and visualization mediums intended for internal and external groups.
- Provides input/evaluation of potential solutions for data management and visualization, which includes vendor/consultant presentations/demonstrations and researching/identifying solutions suitable for the City's needs.
- Supports data integration tasks between various RMS systems including, but not limited to, Munis, Firehouse, ImageTrend, RecTrac, OSSI, SeeClickFix, HiperWeb and other databases.
- Supervises, directs, and evaluates assigned staff, including GIS staff, process employee concerns and problems, direct work, counsel/discipline as necessary and complete employee performance appraisals.
- Coordinates projects and daily work activities for assigned staff.
- Organizes, prioritizes, and assigns work, monitors status of work in progress and inspects completed work.
- Consults with assigned staff, assisting with complex/problem situations, and provides technical expertise.
- Oversees and coordinates all GIS operations and activities, assisting GIS staff as necessary, which includes the design and development of spatial databases, and online and hardcopy cartographic products.
- Supervises maintenance of GIS databases and oversee/perform sophisticated analytical analysis.
- Coordinates GIS application deployment, and three-dimensional modeling.
- Develops recommendations for GIS Division budget; monitor expenditures to ensure compliance with approved budget, and supports/assists budgetary recommendations for other departments in relation to GIS computers and equipment.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a Bachelor's degree in Computer Science, Geography/GIS, or a closely related field, Master's preferred; 10 year(s) of experience in the operation, administration, implementation, and integration of databases and/or geographic information systems; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- Possess and maintain certification as a Geographic Information Systems Professional (GISP)
- Certification in specific applications or platforms in use is preferred.

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Knowledge of cartography and planimetrics.
- Knowledge of GIS software tools and applications including ArcGIS.

- Ability to operate and administer GIS applications, databases, and digital mapping and graphics software.
- Ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.
- Ability to act as a first-line supervisor, including instructing, reviewing work, maintaining standards, and coordinating activities.
- Ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.
- Ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.
- Ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.
- Ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.
- Ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

PHYSICAL DEMANDS

The work is sedentary to light which requires the ability to exert light physical effort, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate colors or shades of colors, sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed without exposure to adverse environmental conditions.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.