PURPOSE OF THE CLASSIFICATION: Under general direction, is responsible for providing comprehensive business intelligence analysis for senior leadership and other key stakeholders to inform long-term decisions and planning in alignment with strategic goals; and other related assigned duties.

ESSENTIAL TASKS:
- Responsible for direct supervision of business intelligence or analytics personnel
- Identifies, assesses, and analyses risk pertaining to planning, operations, projects, and programs; develops risk management policies and processes to identify, measure, treat and report on key organizational risks
- Drives alignment of departmental strategic business process planning informed by data analytics
- Makes data resources available to inform budgeting decisions
- Collaborates with internal stakeholders, staff and external resources to identify and resolve or mitigate operational and/or project issues
- Provides technical support and updates by writing technical policies, procedures, and specifications
- Monitors operational performance and achievement of plans and objectives
- Develops, analyzes, designs, implements and reviews department operating and administrative policies, procedures and standards in alignment with data governance and modern best practices
- Evaluates methods to measure section performance or develops new ones where existing ones are lacking
- Plans and implements training and communications as needed
- Participates in industry and other professional networks to ensure awareness of current standards, trends and best practices, strengthening organizational and technical knowledge
- Reports to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:
Training and Experience: Must meet one of the following criteria, **either**:

   a. Completion of a bachelors degree from an accredited college or university in science, technology, engineering, math (STEM) field or business-related field; and, seven (7) years' experience relevant to the essential tasks listed in this job description;

or

   b. Completion of master's degree from an accredited college or university with coursework in science, technology, engineering, math (STEM) field or business-related field; and, five (5) years' experience relevant to the essential tasks listed in this job description

Knowledge, Abilities and Skills:

Knowledge of:
- Management skills, such as planning, leading, organizing and regulating activities in a technical environment
- Governmental funding sources and accounting practices
- Administrative and management reporting practices and record keeping techniques
- Business practices and mathematics required to perform technical calculations
- Accounting, statistics, and modern business methods, principles, and practices

- Good knowledge of Structured Query Language (SQL) and Extract, Transform, and Load (ETL) processes used to build data warehouses
- Comprehensive knowledge of end user functions
- Considerable knowledge of business and/or organizational systems with an emphasis on statistics, planning, procedures, training, and motivation

Ability to:
- Solve intricate spatial and analytical problems
- Document advanced technology information in a succinct and understandable format
- Understand and influence behavior of others within the organization, customer or the public, in order to achieve job objectives
- Train and mentor others
- Effectively employ concepts and techniques of project management, including planning, control, and deployment of resources
- Manage projects; ability to analyze training needs, plan training programs and provide guidance and training
- Supervise, plan, evaluate and coordinate the work of others
- Lead projects to completion with a high level of confidence
- Lead, facilitate, and organize with proven project management, leadership, interpersonal and motivational skills

Skill in:
- Excellent skills in public speaking
- Demonstrated skills in conflict resolution, personnel management, leadership, interpersonal relations, and motivation
- Modern business methods, principles, and practices
- Project scoping
- Strong skills in analytics, interviewing, investigating, and grammatical and technical writing

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; may be subject to sitting for extended periods of time, walking, standing, reaching, and handling; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: None required.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting, and occasionally will require travel to field locations to assist with information technology utilization.

EEO Code: E-01
Group: Clerical and Administrative
Series: Data Processing and Information Services