



# City of Tempe

## CHIEF DATA & ANALYTICS OFFICER

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	623	<i>Department</i>	Information Technology
<i>Supervision Level:</i>	Manager	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Information Technology Manager
<i>Safety Sensitive / Drug Screen</i>	No	<i>Physical:</i>	No

Click [here](#) for more job classification information including current salary range.

### REPORTING RELATIONSHIPS

Receives direction from the Information Technology Director.

Exercises direct supervision over professional, administrative and technical staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Five (5) years of experience in data management, geographic information systems, open data, or enterprise data and analytics, including two (2) years of supervisory experience.
<i>Education:</i>	Bachelor's degree from an accredited college or university in Computer Science, Information Systems, Data Analytics, Geography/GIS, or a related field. A master's degree is preferred.
<i>License / Certification:</i>	Possession of a Geographical Information Systems Professional (GISP) certification is preferred.

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To provide leadership and management for city data strategy, including data, analytics and evaluations programs, policies, standards and initiatives that support data-driven decision making. Collaborate with internal and external stakeholders to make effective use of data, analysis, and evaluations. To encourage the use of evidence-based decision making across city departments.

### OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Establish, develop, and manage citywide data policies and strategies, programs, procedures and standards supporting strategic analysis and data-driven decisions.
- Collaborate with internal and external partners to accelerate innovation in areas of strategic business intelligence, data management, data dissemination, evaluations and data focused community engagement in support of organizational, community and council strategic goals.
- Coordinate and oversee special projects involving presentations and decision support for City executives, City Council, outside government entities and developers/vendors.
- Support and advise city management, elected officials, internal/external stakeholders in areas of strategic business intelligence, data management, data dissemination, evaluations and data focused community engagement in support of organizational, community and council strategic goals
- Engages with city management, elected officials, internal/external stakeholders, and the public to collaborate and coordinate data sharing and transparency initiatives.
- Consistently engage with customers and departmental leadership, gaining a deep understanding of their needs and aligning with the city's overall strategic goals and objectives
- Identify opportunities for or develop data, analytics and evaluations training to employees and the community as part of data-driven initiatives and Citywide Data Strategy.
- Develop and sustain key relationships with internal and external partners through organizational events and professional activities to enhance the growth and development of the organization.
- Develop long range plans and implements goals, objectives, and priorities to improve operational efficiency and effectiveness in areas of strategic business intelligence, data management, data dissemination, evaluations, and data focused community engagement in support of organizational, community and council strategic goals.
- Act as the Evaluation Lead and the Chair of the Evaluation Steering Committee and Open Data Lead and the Chair of the Open Data Committee.
- Direct, advise and oversee technical staff; develop, plan, and manage all aspects of the GIS, data and analytics team division within the Information Technology Department.
- Recruit, select, train, and evaluate personnel; provide or coordinate staff training; work with employees in accordance with procedures and policies.
- Develop multi-year balanced financial plans and ensure the section budget is in compliance with all City financial policies.
- Collaborate with the Information Security and Privacy Office to secure city data.
- Perform related duties as assigned.

## COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn

Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ : Competencies</a></p>		

<b>JOB DESCRIPTION HISTORY</b>
<i>Effective April 2023</i>