

CITY OF ROSWELL, GEORGIA
CLASSIFICATION SPECIFICATION

Code:	C730
FLSA:	E
WC:	8810
PG:	517
EEO:	2

CLASSIFICATION TITLE: CHIEF DATA OFFICER

PURPOSE OF CLASSIFICATION

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 FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Lead interdepartmental Data Governance Team and serve as facilitator and moderator for team meetings. Support the goals and initiatives of the Data Governance Team. Take leadership role in creating, updating, and executing the City’s Data Governance and Open Data policies. Champion sharing data openly with the public and design, create, and maintain public-facing open data portals.

Work with City Administrator, Deputy City Administrator, Directors, Chiefs, Division Managers, their delegates, and other City staff to identify available sources of City-created data. Develop strategies to leverage data to support staff in their roles within the City. Guide departments through the implementation of their data strategies. With staff, identify authoritative data sources and data integrity/scrubbing standards.

Increase awareness of the power of data. Use identified data to create graphs, tables, reports, graphics, dashboards, and other visualization mediums to support staff roles throughout the City. Create data and visualization mediums intended for internal and external groups.

Provide input/evaluation of potential solutions for data management and visualization. This includes vendor/consultant presentations/demonstrations and researching/identifying solutions suitable for the City’s needs.

Support data integration tasks between various RMS systems including, but not limited to, Munis, Firehouse, ImageTrend, RecTrac, OSSI, SeeClickFix, HiperWeb and other databases.

Supervise, direct, and evaluate assigned staff, including GIS staff, process employee concerns and problems, direct work, counsel/discipline as necessary and complete employee performance appraisals. Coordinate projects and daily work activities for assigned staff. Organize, prioritize, and assign work, monitor status of work in progress and inspects completed work. Consult with assigned staff, assisting with complex/problem situations, and provide technical expertise.

Oversee and coordinate all GIS operations and activities, assisting GIS staff as necessary. This is to include the design and development of spatial databases, and online and hardcopy cartographic products. Supervise maintenance of GIS databases and oversee/perform sophisticated analytical analysis. Coordinate GIS application deployment, and three-dimensional modeling.

Develop recommendations for GIS Division budget; monitor expenditures to ensure compliance with approved budget, and support/assist budgetary recommendations for other departments in relation to GIS computers and equipment.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

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. Certification in specific applications or platforms in use is preferred.

PERFORMANCE APTITUDES

Specific Knowledge, Skills, or Abilities: Must possess good knowledge of cartography and planimetrics. Must be able to operate and administer GIS applications, databases, and digital mapping and graphics software. Knowledge of GIS software tools and applications including ArcGIS.

Data Utilization: Requires the 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.

Human Interaction: Requires the ability to act as a first-line supervisor, including instructing, reviewing work, maintaining standards, and coordinating activities.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the 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.

Functional Reasoning: Requires the 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.

Situational Reasoning: Requires the 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.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, 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.

Sensory Requirements: Some tasks 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.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, rain, or traffic hazards.

The City of Roswell is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.