

**CITY OF AURORA
JOB DESCRIPTION**

**JOB CODE: 277
SALARY GRADE: E17
EFFECTIVE/UPDATED: 2/1/2018**

DIRECTOR OF DATA & ANALYTICS

Definition

Under direction of the city's Chief Information Officer, the Director of Data & Analytics plans and oversees work in the preparation or conduct of analyses, studies and reports of information and data pertinent to the City's goals and objectives for providing effective and efficient government services and operations.

Equipment/Job Location

The noise level in the work environment is usually moderate. Performs duties in an office environment. The employee frequently is required to sit. The employee must occasionally lift and/or move up to 100 pounds. The employee must be available for after hours and weekend on-call support.

Essential Functions of the Job

1. Develops and implements information analysis and reporting systems needed to gather, manage and evaluate city data that is utilized to analyze statistical trends and generate management reports.
2. Collaborates with other city personnel and external entities to supply and analyze data related to the implementation/evaluation of city initiatives.
3. Manage multiple resources and projects concurrently to ensure successful completion of analytic projects.
4. Manages internal and external data analysts.
5. Coordinates with the city's Chief Innovation Officer and Chief Information Officer as well as other internal city staff to identify areas of study for more effective and efficient government services and operations.
6. Creates analytic presentations and provide actionable insights with recommendations.
7. Serve as primary client contact on all phases of the analytic project from problem definition through presentation. Provide work estimates and oversee delivery.

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8. Accountable for the overall management of analytic projects, including timeliness, quality and value.
9. Design approaches that will quantitatively demonstrate value through the development and implementation of fresh and innovative approaches that deliver business results.
10. Define analytics strategy and plan for new projects.
11. Integrate work with other city departments and divisions.
12. Create an environment where data and analytics professionals can develop their skills and grow their careers through taking on increased responsibility and adding value to the organization.
13. Performs other duties assigned as related to the position.

Required Knowledge and Abilities

- Requires the ability to take a leadership role within the IT Division and oversee network and PC related activity.
- Requires strong computer science fundamentals in data structures, algorithms, and complexity analysis.
- Requires the ability to supervise, support and train technical staff in performing their daily responsibilities.
- Requires the ability to establish and maintain a good working relationship with all City departments, vendors, and outside agencies.

Qualifications for Hire

- Master's degree in mathematics, statistics, software engineering, data science or a related field.
- Requires at least seven (7) years of experience in a related field.
- Requires possession of a valid Illinois driver's license.