City of Aurora
JOB DESCRIPTION

TITLE: DATA & ANALYTICS MANAGER   **JOB CODE:** 23200
DEPARTMENT: Information Technology   **SALARY GRADE:** E17
LABOR GROUP/PAY PLAN: Executive Pay Plan   **FLSA STATUS:** Exempt
LOCATION: IT   **EFFECTIVE:** 12/4/2025

Definition

Under the direction of the City's Chief Information Officer, the Manager of Data & Analytics is responsible for leading the design, implementation, and governance of data architecture and analytics solutions across the organization. This role focuses on leveraging Microsoft Azure and ESRI platforms to support data-driven decision-making, ensure data integrity, and enable cross-departmental integration. The Manager will lead a team of data engineers and analysts to deliver scalable, secure, and innovative data solutions aligned with the City's strategic goals.

Physical Demands and Equipment

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. Lead the design and implementation of enterprise data architecture on Microsoft Azure and ESRI platforms, ensuring scalability, security, and performance.
2. Oversee data integration and interface development across city systems, enabling seamless data flow and interoperability.
3. Develop and enforce data governance policies to ensure data quality, consistency, and compliance with regulatory standards.
4. Manage and mentor a team of data engineers and analysts, fostering a collaborative and high-performance culture.
5. Collaborate with city departments to identify data needs, define analytics strategies, and deliver actionable insights.
6. Lead the design and implementation of data pipelines, data lakes, and data warehouses using Azure Data Factory, Fabric, Synapse, and related Azure tools.
7. Lead the development of dashboards, reports, and visualizations to support operational and strategic decision-making.
8. Ensure the successful delivery of analytics projects, including scope, timeline, quality, and stakeholder satisfaction.
9. Promote a data-driven culture by advocating for data literacy and best practices across the organization.
10. Coordinate with the CIO and other city leaders to align data initiatives with broader IT and innovation strategies.
11. Stay current with emerging technologies and trends in data architecture, analytics, and cloud

platforms.

12. Performs other duties assigned as related to the position.

Required Knowledge and Abilities

- Deep expertise in Microsoft Azure data services (e.g., Azure Data Factory, ADL, Fabric, Data Lake, SQL Database, Purview).
- Solid understanding of data architecture, data modeling, and data governance frameworks.
- Proven ability to lead technical teams and manage complex data projects.
- Strong analytical, problem-solving, and communication skills.
- Ability to work collaboratively across departments and with external partners.

Qualifications for Hire

- Bachelor's degree in computer science, Data Science, Information Systems, or a related field (Master's preferred).
- Minimum of 7 years of experience in data architecture, analytics, or related roles, including a minimum of 2 years in a leadership capacity.
- Possession of a valid driver's license.
- Availability for after-hours and weekend on-call support as needed.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by an employee assigned to this position and are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

JOB DESCRIPTION ACKNOWLEDGEMENT

I, _____ , acknowledge that I have received a copy of my job description. The description of MANAGER OF DATA & ANALYTICS describes the duties for employment in this position. I acknowledge and understand that this is not a contract of employment. I understand that I am responsible for reading this job description in its entirety and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions

I understand that the physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions by contacting the Human Resources Department.

The City of Aurora is an Equal Opportunity Employer.

_____   _____

Applicant/Employee Signature   Date