OPEN DATA OFFICER

DEFINITION

Plans, organizes, coordinates, and implements all aspects of the District's Open Data program.

TYPICAL DUTIES

Manages the development of a district-wide open data portal and related governance and policy on standards, storage, and privacy.

Coordinates the collection, use, and publishing of financial, facilities and instructional data utilized in the open data effort including the coordination of APIs.

Creates a common data culture with cross-institutional understandings of the meanings and uses of key data elements.

Coordinates the implementation of public data dashboards in multiple platforms accessible through various devices.

Establishes procedures for adding new data sets, updating existing data sets, and reviewing data quality.

Ensures data is available, reliable, consistent, accessible, secure, and timely to support the mission and activities of the district

Leads data governance working group to identify and engage key stakeholders in establishing data policies and practices.

Enhances data-driven decision-making through expansion of self-service data queries.

Directs efforts in making data accessible to department and divisional users for local decision making and planning.

Presents reports to the Board of Education and Superintendent of Schools on progress and updates regarding the program.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Open Data Officer oversees and manages all aspects of the District's Open Data program.

The Executive Director, Office of Data and Accountability directs the Office of Data and Accountability.

A Strategic Data Analyst serves as a specialist in data pertaining to student achievement and performance by independently utilizing complex data analysis to examine implications of observed trends in District, school, and student performance.

SUPERVISION

General supervision is received from the Executive Director, Office of Data and Accountability or other executive. General supervision is exercised Strategic Data Analysts and/or other lower-level personnel.

CLASS QUALIFICATIONS

Knowledge of:

Data analysis techniques and their applications
Local and national policy regarding open government data trends and initiatives
Underlying technological system, processes, and best-practices associated with open data
Data concepts and data sets
General knowledge of relational database principles and data mining software programs
General knowledge of data auditing techniques
Principles of training, employee evaluation, employee relations, and progressive discipline
Principles of public relations
Data management and analytics

Ability to:

Analyze problems, make decisions, and be responsible for those decisions
Manage large system implementation projects in a cross-functional environment
Develop and implement objectives, policies, procedures, work standards and internal controls
Organize project resources and requirements to meet established deadlines and goals
Build and maintain effective working relationships with stakeholders
Determine strategies to achieve goals
Conduct group presentations and facilitation
Prepare clear and concise reports
Work effectively with all levels of District employees and the public
Communicate effectively, both orally and in writing with staff and the community in a multiethnic educational environment
Exercise judgment and creativity in making decisions
Speak effectively before a variety of groups
Interpret and explain data and statistics to executives, Board Members, district staff, and the general public

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree preferably in education policy, statistics, computer science, information technology, or a closely related field.

Experience:

Four years of professional-level experience in data management which included two years of experience working with multiple organizational units and implementing data governance.

Special:

A valid California Driver License.
Use of an automobile

SPECIAL NOTE

Exempt from FLSA

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

New Class
02-22-18
PJO