

Champaign County Regional Planning Commission

POSITION DESCRIPTION

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| Position Title: | Data and Technology Manager |
| Reports To: | Planning and Community Development Director |
| Supervises: | Web Developer Software Developer/GIS Analyst Information and Data Specialist Planner I Interns |
| FLSA Status: | Exempt |
| Pay Grade: | 8 |

General Duties:

The Data and Technology Manager is responsible of overseeing the work of a team of web and software developers, GIS professionals and planners focused on using data and technology to support informed decision making and effective communication in the Planning and Community Development Division. The Data and Technology Manager manages and supports technical activities such data collection and management; database and server administration; and application development and support.

The principal idea of this work is that effective planning for a sustainable and equitable region demands high quality, accurate data and modern tools and applications. To that end, the Data and Technology Manager also evaluates new technologies and promotes ongoing technical innovation within the Division.

Specific Duties and Responsibilities:

The Data and Technology Manager will assist the Planning and Community Development Director in all data and technology matters, including but not limited to:

- Manage data collection activities, including field data collection, and collection and standardization of data from partner agencies and third-party providers
- Coordinate the creation, transformation, documentation, and maintenance of datasets
- Collaborate with planners and other staff to prepare data and metadata for publication
- Manage software development activities, including application design, development, integration, and testing
- Develop the technical skills of staff through training, code review, and pair programming
- Administer, maintain, and improve digital infrastructure, including servers, databases, and applications
- Coordinate the deployment of desktop GIS software and other specialized software tools
- Research and evaluate new technologies, and promote technical innovation in planning work
- Perform software development, data analysis, mapping, and technical support for regional planning projects and initiatives, as needed
- Build relationships with and respond to inquiries from partner agencies and organizations
- Manage all aspects of the implementation and operation of planning technology, including specialized software applications, servers, databases, and websites
- Manage communication and working relationships between PCD and the RPC IT consultant
- Design, develop, implement, and coordinate policies and procedures for all areas of information technology within PCD to assure data accuracy and integrity
- Work with the RPC IT consultant to ensure the security of information technology assets, including data, websites, applications, and backup systems
- Act in alignment with program and user needs to contribute to organizational growth and innovation
- Develop requirements, outlines, budgets, and schedules for information technology projects within PCD

Required Knowledge, Skills, Characteristics and Abilities:

- Master's Degree and at least one year of experience preferred in:
 - Designing and implementing interactive web applications
 - Administering databases and managing spatial data
- A bachelor's or advanced degree in computer science, information systems, or a related field or at least three years of equivalent professional experience required. Additional years of relevant work experience may be considered as a substitution for the educational requirement.
- Proficiency with GIS software, database administration, and data management
- Experience with software development in languages such as Python and JavaScript

- Excellent knowledge of information technology, data management, cyber security, and computer hardware/software systems
- Experience with software development and technical project management
- Understanding of planning issues and processes
- Ability to effectively communicate technology, infrastructure, and process needs and requirements to non-technical staff and stakeholders
- Experience collecting, cleaning, and updating diverse datasets from federal, state, and local agencies
- Demonstrated innovative, strategic, and analytical capabilities; self-motivation and goal-oriented approach
- Detail-oriented, meticulous about data quality and metadata
- Ability to prioritize and complete tasks in a timely manner
- Ability to communicate effectively with staff, partner agencies, and the general public (oral and written)
- Ability to understand, manage, and analyze planning datasets, including spatial data
- Must be detail-oriented and able to prioritize and complete tasks in a timely manner
- Excellent graphic, written, and oral communication skills

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting/standing at a desk approximately 90% of workweek.
- Lift and carry equipment necessary to complete work, approximately 20 pounds.
- Visual acuity and manual dexterity to operate computer equipment and for reviewing, checking, preparing and maintaining written and electronic documents.

Competencies:

- Interpersonal Skills
- Motivation to Succeed
- Problem Solving/Analysis
- Communication Proficiency
- Decision Making
- Ethical Conduct
- Time Management
- Advance level knowledge of spreadsheets, databases, and report generating

Work Environment:

- Office work will be performed in an open cubicle environment sometimes involving distractions.
- Frequent near-vision use for reading and computer work
- Occasional exposure to outside weather conditions during travel

Disclaimer:

The job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. The description contains examples of duties and responsibilities that may or may not be considered “essential functions” to a particular job or position within this job class. “Essential functions” are to be determined at the position or job level within each department. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Signature of Employee _____

Date _____