

## CHIEF DATA OFFICER

### JOB DESCRIPTION

**Classification Responsibilities:** The Chief Data Officer (CDO) is responsible for overseeing the development and implementation of the City's data strategy, initiatives, and procedures including the collection, usage, and storage of data. The CDO consults and collaborates with stakeholders internal and external to the organization, promotes data sharing across city departments; manages and coordinates the City's data policy; develops and implements Citywide plans, procedures and standards to enable and support data-driven decision making; leads internal/external multi-disciplinary partnerships to establish, implement and monitor enterprise data governance, strategy, standards and initiatives.

The Chief Data Officer coordinates with the Office of Strategic Planning and Analysis and Performance Excellence, providing data strategies and driving cultural transformation of data use. The CDO is the primary point of contact for data projects, collaborating with the City Manager's Office, the Chief Information Officer and the Director of Management and Budget in leading the City's data efforts. This class performs related duties as required, with such major activities as:

***Advocacy and Adoption of Data Policy & Strategies:*** Fostering a data-driven culture in the City, leveraging data to generate insights, articulating to city departments and external stakeholders the available innovation opportunities and strategic importance of sharing and studying data; ensuring strategies, tools and procedures are in place to enhance awareness, understanding and use of data for decision-making and analysis; developing and training staff on data policies, standards, processes, procedures and tools; providing support to departments seeking to share, publish or use new data; establishing outreach and adoption strategies for the use of tools and data that encourage the City departments and the public to value data; working with City departments including IT and other teams to guide the extraction, preparation, and publishing of data to the City of Mesa's data platforms; and tracking and responding to questions and dataset requests from City and public entities.

***Data Governance Management:*** Leading the City's data governance program's technical and management initiatives; coordinating cross-functional efforts for strategic planning and budget preparation related to data initiatives; researching, preparing, and implementing policy recommendations related to data storage and management; maintaining and promoting awareness of legislative and regulatory initiatives that may have significant impacts on the City of Mesa's data and data management interests; negotiating and monitoring data and other supporting related agreements and contracts with outside parties; advocating on behalf of the City's interests at meetings with other agencies and partners; and facilitating and providing staff support for the City's Data Leadership Board.

***Data Policy, Plans, and Standards:*** Coordinating and managing Citywide efforts to develop, implement, and monitor data policy and standards, including metadata management, open data, data visualization, data security, access, privacy, management, and anonymization/re-identification; establishing and maintaining the development of data collection and evaluation methodologies, including: format design, project criteria and requirements, data compilation, relevancy, and usage; and coordinating with other technical staff and Citywide stakeholders to develop and implement an integrated, strategic and tactical data management roadmap.

***City Data Program Office:*** Coordinating with the Strategic Planning and Analysis Program Manager and Performance Administrator to ensure a shared vision, mission, charter, priorities, communication and collaboration among all resources participating in the data program office including such roles as data engineers, data analysts, data scientists, performance advisors, department data coordinators; collaboratively setting standards, strategies, tactics and priorities; advocating for data usage within the City; meeting with department heads and others to understand their data needs.

***Stakeholder Engagement:*** Cultivating relationships with City leaders, staff and stakeholders to leverage new and existing opportunities for using data and analysis to improve the delivery of government services; co-developing strategies with City departments to enhance transparency, optimize internal performance management, and achieve desired business outcomes through the effective use and sharing of City data. Define roles and responsibilities related to data governance and ensure clear accountability for stewardship of the principal information assets.

***Distinguishing Features:*** This classification has been designated as a non-classified, non-merit system, at-will position. Work requires considerable independent judgement and is expected to provide a high level of professionalism when dealing with the public, other City employees, and outside agencies. The incumbent is expected to have a comprehensive working knowledge of rules and regulations pertaining to data privacy laws in order to make independent decisions when completing work assignments. The incumbent must be able to present complex technical information and data in a format that is easily understood by a variety of audiences. This position may include supervisory responsibilities. This class reports to the Office of Management and Budget Director and receives guidance from the Chief Information Officer. This class is FLSA exempt-administrative.

## **QUALIFICATIONS**

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Graduation from an accredited college or university with a Bachelor's Degree in Computer Science, Information Systems, Public Administration, Business Administration, Management, Data Analytics, or a related field. Extensive (5+ years) experience with open data and data management architecture.

**Special Requirements.** None

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** Proven experience in organizational management and leadership; excellent written and oral communication skills; experience working on open data initiatives, data management, data architecture, or open data disciplines, including business decision models, data security and classification, analytics, and system integration. Experience in the design of logical and physical data models. Experience leading strategy and technology sessions with business customers, business analysts, and technical staff. Project/Program management experience is also highly desirable.

## **ESSENTIAL FUNCTIONS**

**Communication:** Communicates with City management, other departments, vendors, elected officials, general public, and stakeholders to establish and maintain effective working relationships. Deals effectively with a variety of public and private agencies in coordinating services. Recommends changes in policies, programs, and procedures related to Data initiatives. Prepares written reports on the effectiveness of data management program priorities. Consults and advises management on a broad range of data management practices and issues. Negotiates agreements and contracts related to data.

**Manual/Physical:** Operates a variety of standard office equipment such as a personal computer (PC), projector, telephone, calculator, scanner, and printer. Uses a computer to write reports, letters and enter information. Prepares updates, maps, graphs, and other visualization tools to report compliance related information. Meets scheduling and attendance requirements.

**Mental:** Coordinates City's data management policy and initiatives. Develops Citywide plans and procedures to support data-driven decision making. Establishes and monitors enterprise data governance, strategy, and standards. Co-develops strategies to enhance transparency and performance management. Provides training to City employees on policies, processes, and procedures to help departments publish and use new data. Monitors data quality, security, access, privacy and data management. Researches and analyzes data to make recommendations related to data management to appropriate personnel. Coordinates strategic planning and budget preparation. Resolves work-related problems and issues. Prioritizes work assignments to meet goals and requirements. Learns job-related material through on-the-job training, attendance at professional seminars, and continuing education.

### **Knowledge and Abilities:**

Knowledge of:

the principles and procedures of modern management, public administration, municipal finance, and budgeting practices;  
the principles and practices of data management;  
computer applications for data management, including data collection, data utilization, and data validation;  
the principles and practices of supervision and personnel administration;  
Data Reporting and analytics competencies (content knowledge);  
general functions of City departments, including departmental needs and requirements; and  
PC software applications.

Ability to:

manage the City's Data initiatives and effectively allocate resources to meet deadlines;  
provide leadership in implementing the City's Data policies and program;  
analyze new and developing regulatory requirements;  
effectively analyze and resolve operational and procedural problems;  
analyze systems, processes, procedures, and methodologies and develop comprehensive recommendations to enhance operations and services;  
analyze and design data models or management systems;  
analyze, interpret, extract, and publish data to the open data platform;

analyze complex data and information and draw conclusions that are meaningful, useful, and actionable for management;  
understand data management, data security, analytics, and system integration;  
evaluate operational activities and recommend and implement improvements;  
evaluate technical information and statutes and arrive at valid recommendations;  
negotiate and administer agreements with federal, state, and local organizations;  
prepare clear, concise, and accurate written documents, reports, and presentations;  
present ideas concisely and effectively, both orally and in writing;  
maintain proper records and documentation;  
establish and maintain effective working relationships with management, staff, vendors, and the public;  
work in a self-directed manner; and  
work cooperatively with coworkers, representatives from City departments, and regulatory agencies.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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JOB FCTN-ADM

INCREMENTS 43-200

PAY GRADE: 60

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