Job Description

Position Title:	**Department:**	**Date:**
Assistant Director, Business Intelligence and Web Services	LITS	June 16, 2021
Reports to:	**Location:**	**FLSA Classification:**
Director, Business Intelligence and Web Services	Burke Library	Exempt (Salaried)

Position Summary

Assists the Director, Business Intelligence and Web Services by providing leadership support that includes project management, planning and prioritization. Works closely with college constituents, and the Director of Enterprise Information Systems, to assure timely and secure access to information and the efficiency of college processes.

In addition to management activity, the Assistant Director should be able to perform advanced technical tasks that include data management, SaaS and third party system implementation, Web application development and integration using programming languages and iPaaS tools. Facilitates organizational data strategies for governance, design, implementation, integration and usage.

Responsibilities (Essential Functions) Include % of time spend for each Essential Function

- Assist the Director, Business Intelligence and Web Services by providing leadership support that includes project management, planning and prioritization. (30%)
    - Help manage a large project portfolio by communicating with project sponsors, updating project and task statuses in project tracking software and assisting with agile-based team management (sprints).
    - Perform needs assessment and evaluation of new and proposed third-party information systems and Software as a Service (SaaS) tools.
    - Assume the Project Manager role on major technology projects identified by Library and Information Technology Services and the Enterprise Information Committee.
    - Help prioritize and schedule projects in cooperation with the Director of Enterprise Information Systems.

- Serve as an active team member with the technical capability to supplement other roles in the Business Intelligence and Web Services team (60%)
    - Data warehouse and data lake technologies, including advanced SQL programming.
    - Integration of enterprise campus systems, including working with APIs (REST/HTTP), JSON data, SQL databases, XML data and iPaaS (Integration Platform as a Service)
    - Perform advanced programming tasks that include both data integration and basic Web application development.
    - Install and support third party and Software as a Service (SaaS) tools, including both cloud-based and on-premise implementations.
    - Data governance activity, including writing data definitions and reporting specifications

as well as working with campus data stewards to approve definitions.
- Work with Business Intelligence experts to help produce data visualizations, advanced reporting and data models.

- Work collaboratively with campus committees that manage data, analytics, and business intelligence. (10%)
    - Serve as a technical representative for campus committees related to business intelligence
    - Help recommend standards and policies

- Assist with the preparation and monitoring of enterprise software budget lines, including cloud software usage. (< 1 %)
- Support diversity, equity, and inclusion for everyone in the campus community

Education and Previous Experience Requirements

Bachelor's Degree or equivalent experience in an academic environment. Thorough knowledge of, and demonstrated experience with, application and integration programming, business intelligence technologies, management of servers, data management and structure, and cloud data architecture. Three or more years of experience managing simultaneous projects involving several individuals.

Knowledge, Skills, and Abilities

Job-related qualifications representing the knowledge, skills, and attributes an individual needs to possess in order to perform the job in a satisfactory manner.

- Excellent communication and project management skills
- Ability to work independently and as part of a team
- Significant experience with web software development in a real-time production environment
- Well-developed supervisory skills.
- Strong service orientation along with good written and oral communication skills.
- Ability to manage multiple priorities to achieve timely results.
- Substantial knowledge of application server software, server technologies, vendors, products, system administration tools, techniques, and processes
- Experience with data warehouse and data integration technologies, including iPaaS, SQL, Tableau, Amazon Web Services, JSON and XML APIs and cloud data architecture.
- Knowledge of Web application development that includes server-side programming, Java, JavaScript, CSS, SQL, MySQL, JSON, XML, and other programming environments.

Physical Dimensions

Indicate how often the following physical demands are required to perform the Essential Job Responsibilities.

Activity (Hours per Day)	Never 0 hours	Occasionally Up to 3 hours	Frequently 3-6 hours	Constantly 6-8+ hours
Sitting	☐	☐	☒	☐
Walking	☐	☒	☐	☐
Standing	☐	☒	☐	☐
Bending (neck)	☒	☐	☐	☐
Bending (waist)	☒	☐	☐	☐
Squatting	☒	☐	☐	☐
Climbing	☒	☐	☐	☐
Kneeling	☒	☐	☐	☐
Crawling	☒	☐	☐	☐
Twisting (neck)	☒	☐	☐	☐
Twisting (waist)	☒	☐	☐	☐

Hand Use

Is repetitive use of hand required?	Yes ☒	No ☐

Check the frequency of activity required of the employee to perform the job

Activity (Hours per day)	Never 0 hours	Occasionally Up to 3 hours	Frequently 3-6 hours	Constantly 6-8+ hours
Simple grasping (right hand)	☐	☐	☒	☐
Simple grasping (left hand)	☐	☐	☒	☐
Power grasping (right hand)	☒	☐	☐	☐
Power grasping (left hand)	☒	☐	☐	☐
Fine manipulation (right hand)	☐	☐	☒	☐
Fine manipulation (left hand)	☐	☐	☒	☐
Pushing and pulling (right hand)	☐	☒	☐	☐
Pushing and pulling (left hand)	☐	☒	☐	☐
Reaching (above shoulder level)	☒	☐	☐	☐
Reaching (below shoulder level)	☒	☐	☐	☐

Lifting

Please indicate the daily lifting requirements of the job	Never 0 hours	Occasionally Up to 3 hours	Frequently 3-6 hours	Constantly 6-8+ hours
Lifting 0-10 lbs	☐	☒	☐	☐
Lifting 11-25 lbs	☒	☐	☐	☐
Lifting 26-50 lbs	☒	☐	☐	☐
Lifting 51-75 lbs	☒	☐	☐	☐
Lifting over 75 lbs	☒	☐	☐	☐

Reviewed and Approved:
(Sign and Date)

Department Manager/Supervisor: _____   **Date:** _____

Department Director/VP: _____   **Date:** _____

Human Resources: _____   **Date:** _____

Union Representative (If Applicable): _____   **Date:** _____