

Class Code:.....1221
Position #: (NUNC).... (E)
Developed by:..... LA
Reviewed by: DLJ
Approved by:.....
Date:. 01/17

**UNIVERSITY OF RHODE ISLAND
Position Description**

TITLE: Director, Data Analysis/DataSpark
DIVISION: Academic Affairs
REPORTS TO: Director, DataSpark
GRADE: 15
SUPERVISES: Professional and technical staff, Consultants

BASIC FUNCTION:

Oversee a team of data analysts as well as outside consultants. Lead and coordinate product development, establish project priorities, supervise and guide analysts, build and maintain relationships with external stakeholders. Ensure timely, accurate, high quality deliverables. Maintain and share working knowledge of datasets, projects and relevant local and national policies with staff and interns. Work with other senior staff members of DataSpark on project strategy and development.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Supervise DataSpark data analysts, direct their work, and review their performance. Oversee employee training, orientation, professional and skill development. Manage stakeholder expectations, involvement, and contributions. Manage consultant relationships. Support analysts as they guide working groups through data product creation.

Advance DataSpark's role as a leading data intermediary in Rhode Island through the active management and oversight of the Rhode Island DataHUB, Rhode Island Community Profiles, and other data analysis, visualization, and mapping projects. Lead planning and design of DataSpark projects ranging from data stories to dashboards to software applications; including deliverable planning and monitoring, managing timelines, and communicating with project partners. Manage project specific budgets, costs, scope, deliverables, etc. against project plan. Assign and monitor data-related tasks. Participate in software and product related "sprint" planning as needed. Evaluate projects and generate lessons learned

Collaborate with DataSpark leadership in developing and implementing strategies that expand the impact and reach of our work. Strategize about new projects. Play a senior role in project design and grant-writing activities. Assist with

funding applications and proposals. Develop and maintain local and national partnerships that grow DataSpark's visibility and influence. Assist DataSpark Director with organizational/departmental strategic planning and implementation. Cultivate positive relationships with government officials, nonprofit leaders, and academic researchers and strive to improve collaborations among these groups.

Oversee Data Analyst hiring. Oversee new employee training, orientation, professional and skill development. Delegate and supervise responses to public inquiries. Oversee data product feedback and inquiries. Coordinate e-waste efforts. Manage and maintain online flex view mappers. Support IT Director with maintenance of Intern and DataSpark staff computers.

Work directly with state and community partners to prepare, design, and execute project plans. Project manage DataSpark portfolio of data analysis projects. Acquire data and information from various sources. Ensure personally identifiable information is secure. Perform data management activities and supervise dataset documentation. Research and synthesize relevant best practices and sector-related information. Engage in organizational dialogue on topics such as data storage and data-sharing to ensure that all risk management, confidentiality, and security practices are in place.

Present to partners, stakeholders, policymakers, and elected officials about tools, information, data products, and findings at the local and national level. Contribute to social media and other outreach and dissemination activities.

Attend and contribute to meetings with community groups and other organizations. Lead external trainings & occasional staff in-services. Create or improve and update training curricula as needed

LICENSES, TOOLS AND EQUIPMENT:

Data sets, data products, software, personal computers, printers, fax machines, scanners and word processing.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's Degree; Minimum of five years of experience in data analysis and visualization; Demonstrated strong technical skills; Demonstrated supervisory experience; Demonstrated competency in statistical analysis; Demonstrated project management and strategic planning experience; Demonstrated evidence of community partnerships; Demonstrated experience making data-driven decisions and the ability to communicate the implications of data findings to stakeholders; Demonstrated strong interpersonal and verbal communications skills; Demonstrated proficiency in written communication skills; Demonstrated

ability to respond to changing priorities; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Master's Degree in a relevant field, such as: public policy, sociology, political science, economics, statistics, etc.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.