City of Fort Worth, Texas
Job Description

Classification Title	Data Analytics Manager		
Job Code:	MG1841	Job Family:	Professional
Pay Grade	712	Date Reviewed:	3/26/24
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Directs, manages, and coordinates the activities, and operations of the data analytics division. Encompasses directing the preparation and analysis of statistical reports, ensuring data collection methodologies are robust, and analyzing findings to produce actionable insights. Sets the strategic direction for the team, aligning data initiatives with broader organizational goals. Cultivates a culture of innovation within their team and encourages continuous improvement and professional growth.   Instrumental in fostering a data-driven culture within the organization and championing the use of analytics to inform decisions and drive business success.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducts performance evaluations; ensures staff is trained, and employees follow policies and procedures.

2. Develops and implements the strategic vision for the data analytics division, aligning initiatives with broader City-wide goals and objectives to enhance data-driven decision-making.

3. Leads, mentors, and manages the analytics team, creating a collaborative environment that promotes professional growth, innovation, and a high-performance culture.

4. Manages the day-to-day operations of the data analytics division, ensuring the timely and efficient delivery of projects with high-quality analysis and actionable insights.

5. Designs and oversees the development of comprehensive reports and visual dashboards, providing clear and impactful data presentations to support decision-making.

6. Identifies and implements process improvements within the analytics function, enhancing efficiency, scalability, and effectiveness of data analytics practices.

7. Serves as the key liaison between the department and other departments, championing a data-driven culture across the organization and ensuring seamless integration of analytics insights.

8. Conducts regular training sessions to keep the analytics team up-to-date with the latest analytics tools, technologies, and best practices, fostering continuous skill enhancement.

9. Manages the division's budget, ensuring resources are allocated wisely and projects are executed cost-effectively, maximizing the value of analytics investments.

10. Conducts thorough reviews and assessments of the analytics team's performance, setting clear KPIs and objectives to drive continuous improvement and achieve excellence in analytics outputs.

11. Proactively troubleshoots and resolves data-related issues, minimizing disruptions to analytics projects and maintaining smooth operational workflows.

12. Establishes feedback mechanisms to gather insights on data analytics processes and outputs, ensuring the analytics function evolves in alignment with user needs and organizational objectives.

13. Performs other related duties as required.

13. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
  - Developing, promoting and rolling out new data functions.
  - Concepts of Data Science and Big Data Analytics.
  - GIS and other spatial analysis tools.
  - Data modeling tools.
  - Project management, budgeting, and strategic planning.
  - Data warehouse concepts.

- **Skill in:**
  - Computer programming, database querying, statistical modeling, dashboarding, and visualization of data.
  - Forecasting, planning, and analysis.
  - Data mining and text mining.
  - Data quality assurance and data governance.
  - Mentoring and training data science analysts.
  - Data management and systems.
  - Big data analysis.
  - Exceptional communication skills, both written and verbal, with the aptitude to present complex findings in a clear manner.

- **Ability to:**
  - Work independently and as part of a team
  - Communicate clearly and effectively, both orally and in writing.
  - Use computers and applicable software.
  - Manage multiple projects.
  - Write technical language.
  - Prepare clear and concise reports.
  - Create and deliver presentations.
  - Establish and maintain effective working relationships
  - Manage and prioritize multiple projects simultaneously
  - Communicate complex technical concepts to non-technical audiences
  - Data science analytics.
  - Understand data platforms, tools, techniques, and best practices in data analytics.
  - Lead both technical and administrative teams to high performance.

MINIMUM JOB REQUIREMENTS

Bachelor's Degree in Computer Science, Finance, Economics, Information Technology, Public Administration, or Business Administration and at least five years' experience in performing financial or data analysis experience.

OTHER REQUIREMENTS

None.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.