



T U L S A

PUBLIC SCHOOLS

Job Title: Manager, Business Intelligence

Department: Information Technology
Reports To: Director of Applications Development
Grade: BG-10
Number of Days: 12 Months
Security Access: ESC
Current Date: August 28, 2014
Overtime Status: Exempt

Job Objectives: Provide technical leadership in the design, implementation and support of Business Intelligence (BI) solutions that provide the District with state of the art dashboard reporting and analysis capabilities. Work with Information Technology (IT) management team and staff, technology vendors, and customers to establish a strategic data technology direction that emphasizes improving efficiency, effectiveness, integration, and quality of business solutions provided to the District. Work with key users and groups in leveraging BI tools and work flow capabilities to improved business processes. Lead the design and implementation of enterprise data architecture for IT, which will be used in the development and deployment of technology driven business solutions. Develop, support and actively participate in the data governance process for all district data. Lead initiatives to develop and support standard reporting templates, dashboards and scorecards. Provide management oversight to Business Intelligence team members.

Minimum Qualifications:

- Bachelor of Science in Computer Science, Management Information Systems, Engineering or equivalent industry experience
- Five years or more experience designing and implementing Business Intelligence solutions in medium to large enterprise environments
- Three years or more experience in IT Management in medium to large enterprise environments
- High degree of technical competency with Microsoft SQL for query design, query analysis and end user support
- Proficiently skilled with Microsoft enterprise networking and systems, including Active Directory
- Previous experience working with an Enterprise Resource Planning (ERP) system considered a plus
- Information Technology Infrastructure Library (ITIL) experience considered a plus
- Excellent communication and documentation skills is required
- Ability to work with employees at all levels of the district

Responsibilities and Essential Functions:

- Assess and cultivate long-term strategic goals for BI development in conjunction with end users, managers, clients, and other stakeholders
- Supervise project teams organized to support the BI needs of the district
- Develop and maintain complex SQL queries and stored procedures

- Apply best practices in design of data modeling and reporting
- Assist in development of standards to ensure data quality
- Develop standard reporting templates, dashboards and scorecards and maintain related documentation based on needs of the district
- Mentor and guide the development of the district data architecture strategy and standards and facilitate adoption by individuals with data-related roles
- Provide day to day oversight to employees and contractors as required
- Management oversight and team leadership for IT staff
- Standing in as the Director of Applications Development deputy will be required periodically

Skills and Abilities Required:

- Excellent team management abilities
- Ability to lead cross-functional teams
- Strong ability to analyze user requirements and build front-end BI applications according to specifications
- Strong understanding of relational database structures, theories, principles, and practices
- Strong understanding of application security
- Strong understanding of Systems Development Life Cycle (SDLC) methodology and related best-practices in applying to development and management of business applications
- Strong project management skills and ability to lead project teams as required
- Ability to successfully lead implementation of enterprise Business Intelligence systems
- Ability to develop and manageable repeatable process for scheduled dashboard and reporting releases to user community
- Considerable experience with Microsoft SQL Server environment is required
- Considerable experience with Microsoft SQL Server Reporting Services is required
- Experience with three-tier client-server architecture systems is required
- Experience with Microsoft .NET considered a plus
- Experience with Enterprise Content Management (ECM) solutions is required
- Experience with Geographic Information Systems (GIS), such as ESRI, would be a plus
- Experience with installation and support of data warehouse systems in an enterprise environment is required. This would include Extract, Transform and Load (ETL) processes
- Experience with Microsoft SharePoint Server considered a plus
- Strong knowledge of administrative and management reporting practices and record-keeping techniques
- Ability to analyze and report operational and performance metrics effectively to management and technical staff
- Working knowledge of PC applications (spreadsheet, word processing, slide presentation)
- Strong verbal and written communication skills
- Strong problem-solving and analytical skills

Working Conditions: Performs work in an office environment in which there is minimal exposure to unpleasant and/or hazardous working conditions.

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