SNOHOMISH COUNTY JOB DESCRIPTION

DATA MANAGER

Basic Function

The purpose of the Digital Records Management and Governance function is to ensure data stewardship which includes data cataloging, defining and documenting data definitions, metadata management and the creation and maintenance of data classifications and standards. This position works closely with internal IT resources and data owners including County departments, offices and courts. Additionally, ensure the information created by Snohomish County is created, stored, retrieved and archived in a way that aligns with local, state and federal rules and guidance.

Statement of Essential Job Duties

1. Lead the definition of mandatory standards and best practices in digital records management and information governance and facilitate input from multiple stakeholders. Document existing and new practices, recommend policy and develop County-wide communication strategy for adopted policy/practices.

2. Partner with departmental staff implementing new systems; advising on digital record setting and processes. When assigned to specific content transformation projects, identify and execute key workflow steps to encourage content management practices are adequately addressed in design of new platforms and tools.

3. Manage status of assigned projects. Working collaboratively with teams and vendor partners to track and communicate the details necessary for partner success.

4. Identify and advise on impacts of legislative changes relating to digital records. Work with Federal, State and County regulatory bodies and represent the County, providing input on revisions to statutes and regulations relating specifically to digital records, archives, access, classification, privacy, and data protection.

5. Support quality assurance and process improvement relating to digital records management efforts in collaboration with department stakeholders and County continuous improvement team.

6. Lead and inform the long-term enterprise data management strategy: direct related steering committee(s), evaluate process and technical gaps, to continuously improve pipeline support and delivery.

7. Develop enterprise training and communication strategy for business end users with necessary information and visualizations relating to digital records practices, advocate relentlessly for compliance.
8. Identify resources needed for implementation and support of digital records management practices, write budget justifications. Manage assigned program budgets and execute project activities within constraints.

9. Lead the identification of critical requirements for systems and solutions required to effectively manage the enterprise content for Snohomish County.

10. Apply a broad understanding of customers, partners, and internal group needs, drivers, and decision-making processes. Plan, strategize, and influence priorities and decisions to improve satisfaction, performance, and results.

STATEMENT OF OTHER JOB DUTIES

1. Performs other duties as assigned.
2. As needed, participate in planning and research efforts relating to data migration to ensure digital record integrity.
3. At times, contribute to teams developing and evolving essential data management disciplines concerning data integration, metadata management, data quality and data governance.
4. May supervise teams or manage first line supervisors.

MINIMUM QUALIFICATIONS
A Bachelor’s degree in Informatics, Information architecture, data science, or related field AND five (5) years of direct operational experience in an IT environment, AND three (3) years’ experience in content management, OR, any combination of education and experience which provides the knowledge and abilities to perform the job.

PREFERRED QUALIFICATIONS:
Experience in active leadership of digital transformation projects is preferred.
Experience in building taxonomy, applying data management principles to records preferred.

SPECIAL REQUIREMENTS
Must pass job related background check, which may include fingerprinting and CJIS screening.

KNOWLEDGE AND ABILITIES

Knowledge of:

- informatics principles and ISO 1548 9-1:2016
- basic HTML/JavaScript/CSS or XML document structures
- principles of information architecture and organization
- project management principles and applications
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Spec No. 118 2

- Washington State records management, privacy, and retention statutes and guidance
- Microsoft Office Suite, SharePoint and Adobe, and the technology skills and confidence necessary to learn unfamiliar programs quickly and efficiently

Ability to:
- work independently and thrive in an environment of continual change
- communicate effectively both orally and in writing; maintain effective interpersonal relationships with a diverse group of individuals
- maintain confidentiality
- partner effectively with a diverse team of professionals with varying business structures
- act as a policy advisor on complex issues
- provide excellent project management skills, including the ability to multi-task and effectively balance short-term and long-term priorities, making appropriate calls on prioritization
- display strong attention to detail and organization skills: self-organizing and self-motivating
- respond confidently to conflicts and manage situations in a positive way, proactively escalating ongoing issues to manager
- take active ownership of projects, proactively assessing and mitigating risk and posing effective solutions to problems
- use mobile work tools, video conferencing and online collaboration platform such as Microsoft Teams.
- clearly articulate the business goal behind the creation of policy or practice, envision how content will be presented to others, present training material to large groups.

SUPERVISION
Work is performed with considerable independence. Work is reviewed through status reports to the IT Department Director and briefings to county elected officials and department directors.

WORKING CONDITIONS
Work performed in an office setting. The option to work remotely is available with onsite collaboration at the Everett Campus expected to require in-office time approximated to average one day per week.

Snohomish County is an Equal Employment Opportunity (EEO) employer. Accommodations for individuals with disabilities are provided upon request. EEO policy and ADA notice

Class Established: July 2021 As Data Manager
EEO Category: 1 – Officials and Administrators
Pay Grade: 113 – Management Exempt Pay Plan
Workers Comp: 5306 Non-Hazardous