



City of Kansas City, Missouri Job Class Specification

Job Title: CHIEF DATA OFFICER

Department: NCSD

Job Code: 1683

Status: EXEMPT

Grade: EX-5

Summary

This is highly responsible administrative work leading the city's open data, data analysis, and data visualization efforts.

Work involves developing and expanding open data activities across city departments and agencies, overseeing strategy, standards, and training to assist the City workforce in operationalizing City data, and coordinating with other municipal leaders on broader transparency efforts. Work requires extensive use of initiative, discretion, and independent judgment within a broad policy framework in determining policy interpretation for subordinates and interested parties, resolution of problems or conflicts within city government, and coordination over assigned municipal activities. Work effectiveness and efficiency are determined by the City Manager and are evaluated on the basis of results achieved.

Duties and Responsibilities

- Oversees Open Data KC, including the publishing and metadata of new and existing datasets and advises the City on issues related to privacy and transparency
- Engages data producers (city departments) and other internal stakeholders to convey the strategic importance of publishing data and to share best practices in data analysis and visualization
- Engages with external consumers of open data to ensure awareness of available data, facilitate use of available data, obtain new ideas for future data releases, and partner on research and/or operational efforts using City data
- Works with the Mayor and City Council, City Manager, Assistant City Managers and department heads in planning, organizing, coordinating, and implementing programs to support the City's use of data
- Develops and implements strategy for implementation of technology systems related to data collection, analysis, and visualization and manages contracts for systems as functional lead
- Meets and corresponds with various governmental, citizen, professional, business, and other groups to answer questions, discuss problems, and coordinate on issues regarding data or continuous improvement
- Manages citywide surveys, including contract administration, survey development, data analysis, and data visualization, and advises as needed on departmental survey efforts
- Coordinates and develops training for City workforce on open data, data analysis, data visualization, and process improvement
- Oversees and advises on development of dashboards for reporting out data on a citywide and departmental basis.
- Supervises analyst staff and oversees their work products relating to open data, process improvement, data analysis, and data visualization.
- Develops and maintains the City's relationship with organizations that are focused on best practices in data to facilitate access to new ideas and resources.
- Coordinate complex programs or project of interest to the City Manager
- Performs related duties as required

Technical Skills

Extensive knowledge of:

Principles and structures for data collection, approaches to data analysis, and best practices in data storytelling
Public administration principles and practices with particular reference to use of data and performance measures to support municipal operations
Approaches to process improvement such as Lean/Six Sigma methods
Research methods, techniques, sources of information, and methods of report presentation.
City programs and problems and resources available to resolve municipal problems.

Ability to:

Organize and coordinate the efforts of several city departments with other governmental or private agencies to accomplish program goals or objectives.
Analyze a variety of administrative, operational, fiscal, and social problems leveraging appropriate data, and use the resulting insights to make sound recommendations for solutions.
Coordinate, develop and deliver training to employees
Express ideas effectively, both orally and in writing
Effectively visualize and convey data analysis to a variety of audiences
Maintain harmonious and effective working relationships with the Mayor, City Council, Assistant City Managers, employees, and the general public.

Education and Experience

Accredited Bachelor's degree, supplemented by the completion of a Master's degree in public or business administration, data science, data analytics or a related field and four (4) years of professional experience of a progressively responsible nature in public or business administration, data science or analytics, or a related field.

OR

Accredited Bachelor's degree with major course work in public or business administration, data science, data analytics or a related field and six (6) years of professional experience of a progressively responsible nature in public or business administration, data science or analytics, or a related field.

**Certificates/
Licenses/Special
Requirements**

Must pass a background check as prescribed by the City.

**Supervisory
Responsibility**

Supervision or work direction may be exercised over professional and paraprofessional employees.

**Supervision
Received**

Work is performed under the general direction of the City Manager or an assigned designee.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

Created

6/21

Revised

8/22, 01/24, 12/24