



CLASS TITLE | CHIEF DATA OFFICER

PAY GRADE: EX-65 | www.cityoftulsa.org/pay

Class Code: 2107

Effective Date: 12/6/2023

PURPOSE OF CLASSIFICATION: Under administrative direction is responsible for citywide data management, including developing, supporting, and enforcing the City's data strategy, data governance, and strategic use of data assets; responsible for citywide performance management, including developing and driving alignment between elected leadership annual strategic priorities, comprehensive plan objectives and departmental execution through strategic planning and enterprise project management; and performs other related duties as assigned.

ESSENTIAL TASKS:

- Manages data at every stage of the data lifecycle by establishing effective procedures, standards, and controls to ensure quality, accuracy, access, and protection of data, as well as managing information resources
- Coordinates with city officials responsible for using, protecting, disseminating, and generating data to ensure data needs are met, and manages data assets of the city
- Ensures the city data conforms with data management best practices and serves as chair of the data governance and enterprise project management committees
- Serves as a liaison to internal customers on the best way to use city data for statistical purposes, maximizing the use of data in the city
- Identifies points of contact for roles and responsibilities related to open data use and implementation
- Reviews the impact of the infrastructure of the city on data asset accessibility and coordinates with the Chief Information Officer to improve infrastructure to reduce barriers that inhibit data asset accessibility
- Engages internal and external customers in using public data assets and encourages collaborative approaches on improving data usage
- Reviews and maintains all data sharing agreements with external stakeholders
- Coordinates and facilitates annual Mayor/Council retreat to disseminate annual strategic priorities to the organization
- Assists with the annual budget process by aligning resources with annual strategic priorities
- Aligns strategic planning infrastructure with the departments' annual budget request to promote fiscal transparency and accountability
- Conducts evaluations of departmental or citywide programs to provide meaningful, actionable, and novel data for the organization
- Oversees, manages, and aligns enterprise project management with annual strategic priorities
- Leads the City's efforts to create innovative solutions to complex problems faced by City Departments
- Establishes and maintains key performance indicators and systems for the Mayor's Office and Department Heads to track performance on programs and services
- Moves the City further along the path toward higher level certification in the What Works Cities certification program, and other certification programs as assigned
- Creates a culture to improve processes and systems for City employees within their area of expertise
- Assists the Mayor's Office with implementation of special projects
- Reports to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

- (a) Graduation from an accredited college or university with a bachelor's degree in science, computer science, statistic, or a related field; master's degree in science, computer science,



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- statistic, or a related field preferred and Master of Science (MS) specifically strongly preferred;
and,
(b) Ten (10) years of experience working in a professional environment, using statistical methods to collect, organize and analyze data; **including,**
(c) Five (5) years of experience leading multiple, complex projects and experience relevant to the essential tasks listed in this job description.

Knowledge, Abilities and Skills:

Knowledge of:

- Root cause analysis with proven ability to administer and correct deficiencies therein

Ability to:

- Communicate and translate complex concepts to all audiences, including executives, elected officials and the public
- Understand and prioritize organizational business challenges and deliver value in these areas
- Build and lead teams across the organization
- Remain goal oriented and focused on reaching specified objectives by establishing structure and managing toward outcomes
- Adapt and deal with different issues of importance to a diverse group of customers
- Influence others to realize the mission value of data
- Manage change within organization
- Facilitate and organize with proven project management, leadership, interpersonal and motivational skills and lead multiple projects of varying complexity
- Design, implement and demonstrate competence utilizing data to test new approaches, measure progress, and achieve results
- Analyze complex issues and formulate sound concepts
- Understand and influence the behavior of internal and external customers to achieve job objectives and cause action and understanding

Skill in:

- Verbal and written communication skills
- Data analysis, strategic planning, performance management and evaluation

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; frequent lifting and carrying up to 20 pounds; may be subject to walking, sitting, standing for extended periods of time, reaching, and bending; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver license.

WORKING ENVIRONMENT: Working environment is primarily indoors, in an office setting and may require travel to various City locations.

EEO Code: E-01

Group: Fiscal

Series: City Development