



DEPUTY ASSESSOR - CHIEF DATA OFFICER

Department:	Data	Job Code:	7724
Grade:	24	Shakman Status:	Exempt
Hiring Process:	Exempt	FLSA Status:	Exempt

Job Summary

Reporting directly to the Chief Deputy Assessor, the Deputy Assessor - Chief Data Officer (CDO) supervises, directs, plans and is responsible for the Data Department. The CDO's duties include direct oversight of the development and application of advanced analytical methods to enable data driven decision-making and operational improvements across the enterprise. The CDO is responsible for maximizing the value of enterprise data and ensuring the Cook County Assessor's Office (CCAO) has the right data in the right format to support its mission. The CDO is responsible for managing all aspects of the CCAO's data efforts, which include its open data and advanced analytics programs, as well as database administration and business intelligence. In addition, the CDO has direct oversight of the Data Department staff's work performance, including the activities of the Data Science and Data Analytics units, addressing and resolving staff concerns and questions, issuing performance evaluations, initiating disciplinary action, and ensuring the Data Department provides good customer service.

Essential Job Duties

- Oversees and directs the strategy, management, staffing, supervision, and daily operations of the Data Department.
- Works with Assessor and Chief Deputy Assessor to create a culture that manages data as an enterprise asset.
- Works with CCAO leaders across the enterprise to establish data priorities and increase data literacy.
- Develops data policies and procedures designed to improve assessment methodologies.
- Works to standardize and promote the use of data and analytics in support of property tax assessment.
- Operates across organizational and computing "silos" to drive common approaches and expose information assets and processes across the enterprise.
- Manages data collection, data mining, cross-channel data integration, predictive analytics, reporting, dashboards, and data visualization.
- Leverages data to develop performance indicators for critical internal CCAO processes and communications with the public, elected officials, and external stakeholders.
- Explores opportunities to gather or create new data valuable to the public.

- Works with other Cook County offices on data initiatives in support of the property tax cycle, and through regular engagement with external stakeholders to ensure policies align with industry best practices and support government-wide efforts to treat data as a strategic asset.
- Collaborates with and/or advises external parties, including organizations, civic data groups, and residents, academic researchers, pro bono consultants and university students around projects that further the CCAO's data goals or inquiries that promote the advancement of data projects and open data use.
- Administers CCAO policy and procedures and ensures that staff are adequately trained to perform their essential job duties.
- Conducts performance evaluations of Data Department employees.

The duties described above are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete description of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.

Minimum Qualifications

- Graduation from an accredited college or university with a bachelor's degree in data science, computer science, information science, mathematics, social science, public policy or related field.
- Five (5) years of full-time work experience leading data science, data engineering, technical, or operational teams.
- Three (3) years of full-time work experience managing or supervising employees (i.e. colleagues, research assistants, etc.).

Preferred Qualifications

- Master's degree in data science, computer science, information science, mathematics, social science, public policy or related field.
- Experience in leading data teams in legal or regulatory areas.

Knowledge, Skills, and Abilities

- Knowledge of CCAO's operations, functions, procedures, activities and the property tax system, or the ability to quickly gain such knowledge.
- Knowledge of and ability to consistently interpret and apply CCAO policies, procedures, practices and guidelines or the ability to gain such knowledge.
- Knowledge of system analysis, computer programming and computer operations.
- Knowledge in the following foundational concepts:
 - Programming in R, SQL, Python or other similar procedural languages.
 - Differentiating data sources

- Exploring data visually
- Mapping data, particularly using geographic information systems (GIS)
- Building a data schema
- Linking datasets
- Knowledge of current computer and electronic data processing systems and technology solutions to resolve business problems.
- Advanced mathematical skills and knowledge of probability and statistics.
- Familiarity with federal, state, or local government operations.
- Knowledge of strategic technology planning and execution, and policy development and maintenance.
- Ability to lead complex, multidisciplinary talent teams in new endeavors and delivering solutions.
- Excellent oral and written communication skills, including the ability to explain and translate digital concepts, technologies, approaches, and outputs to stakeholders, with demonstrated management and supervisory abilities.

Physical Requirements

- Visual acuity to review and edit written communications for long periods of time.
- Walking between offices and buildings may be required.
- Repetitive use of hands to handle and/or operate standard office equipment.
- Regular use of a telephone to communicate.

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EMPLOYER**

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