



OFFICE OF THE COOK COUNTY ASSESSOR

DIRECTOR OF DATA ANALYTICS

Department: Data & Modeling

Job Code: 8982

Grade: 24

Shakman Status:

Exempt

FLSA Status:

Exempt

Job Summary

Reporting to the Deputy Assessor Chief Data Officer (CDO), the Director of Data Analytics (DA Dir.) supervises and directs the data analytics unit within the Data and Modeling Department. The DA Dir.'s duties include direct oversight of analysts work, developing and managing analytic projects, fulfilling analytic requests from internal and external stakeholders, issuing performance reviews and disciplinary action where appropriate, and leveraging internal and external data to craft policy and create enterprise value.

Essential Job Duties

- Oversees and directs the management, staffing, supervision, and daily operations of the Data Analytics Unit in the Data and Modeling Department.
- Assists the Deputy Assessor Chief Data Officer in developing policies and procedures regarding the creation, collection, organization, and utilization of data to improve assessment methodologies, internal operations, and external communications.
- Conducts performance evaluations of subordinate employees.
- Ensures staff productivity and development, promotes good morale, and establishes performance measures of reporting staff.
- Works across departments to identify data analysis projects that create value for the agency.
- Manages workflow and sets priorities for the data analytics unit.
- Works closely with Senior Data Scientists to translate data analytics insights into valuable improvements in production code.
- Works closely with the CDO to translate data analytics insights into policy recommendations.

- Works closely with the Communications Department to conduct analysis for public consumption and provide data for visualization.

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 economics, business or public administration, public policy, or related field.
- Five (5) years of full-time experience conducting data analysis.

Preferred Qualifications

- Graduation from an accredited college or university with a Master's Degree in economics, business or public administration, public policy, or related field.
- Seven (7) years of full-time experience conducting data analysis.

Knowledge, Skills, and Abilities

- Knowledge of and ability to consistently interpret and apply CCAO policies, procedures, practices and guidelines or the ability to gain such knowledge.
- Knowledge of CCAO's operations, function, procedures, activities and the property tax system, or the ability to quickly gain such knowledge.
- Knowledge of assessment valuation standards, practices and techniques, and the three approaches to assessing value, or the ability to quickly gain such knowledge.
- Competency in the following programs:
 - MySQL, NoSQL, PostgreSQL, or other relation database.
 - R, Stata, SAS, SPSS, or other statistical software.
 - Microsoft Excel.
 - Git version control.
- Ability to adjust to new techniques and procedures.
- Strong mathematical skills, including statistics.
- Proven analytical and problem-solving abilities.
- Ability to communicate mathematic and programming concepts to non-technical audiences.
- Ability to work with others; excellent interpersonal skills in dealing with co-workers.
- Ability to coordinate and carry out instructions.
- Ability to learn, and assist co-departments with, day-to-day operations.

- Ability to meet CCAO and departmental deadlines, and effectively utilize time with limited oversight.

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.

**COOK COUNTY ASSESSOR'S OFFICE IS AN EQUAL OPPORTUNITY
EMPLOYER**

Last modified: September 22, 2020