



DIRECTOR OF DATA ANALYTICS

Department:	Data	Job Code:	8982
Grade:	24	Shakman Status:	Exempt
Hiring Process:	Shakman 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 Department. The DA Dir.'s duties include direct oversight of analysts work, developing and managing analytics projects, fulfilling analytics 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 Department.
- Assists the CDO in developing policies and procedures regarding the creation, collection, organization, analysis, and utilization of data to improve assessment methodologies, internal operations, and external communications.
- Ensure all data analytics systems align with CCAO priorities.
- Works across departments to identify, oversee, and deliver data analysis reports, dashboards, and tools that create value for the agency.
- 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 property tax policy recommendations.
- Works closely with the Communications Department to conduct analysis for public consumption and provide data for visualization.
- Conducts performance evaluations of subordinate employees.
- Ensures staff productivity and development, promotes good morale, and establishes performance measures of reporting staff.
- Manages workflow and sets priorities for the data analytics unit.
- 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 or other empirical social science, business or public administration, public policy, or related field.
- Five (5) years of work experience conducting data analysis.

Preferred Qualifications

- Graduation from an accredited college or university with a master's degree in economics or other empirical social science, business or public administration, public policy, or related field.
- Three (3) years of supervisory experience.
- Seven (7) years of work 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
 - Writing complex SQL queries using joins, window functions, CTE's or other relational databases.
 - R, Stata, SAS, SPSS, or other statistical software.
 - Microsoft Excel.
 - Git and GitHub.
 - Tableau, Power BI, or other dashboard/business intelligence software.
 - ArcGIS, or general familiarity with geospatial analysis and visualization.
- Ability to adjust to new techniques and procedures.
- Strong mathematical skills, including inferential statistics.
- Proven analytical and problem-solving abilities.
- Ability to communicate mathematic and programming concepts to non-technical audiences.
- Ability to work with others in a diverse, hybrid environment; excellent interpersonal skills in dealing with co-workers.
- Ability to manage data projects including requirements gathering, stakeholder

engagement, and product delivery.

- 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 on a computer 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.

Interested applicants must submit their resume by Friday, June 7, 11:59 PM to:

Luz Agosto

Director of Recruitment

Luz.agosto@cookcountyil.gov

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EMPLOYER**

Last modified: May 6, 2024