

Job Title: Data Strategy Manager

Job Status: Full-Time

Department: Data Strategy

Job Grade: T610

Reports To: Director of Technology

Work Setting: On-Site

Pay Status: Exempt

Date Created/Updated: 10/24/2024

Location: Service Center

Position Summary

Data Strategy Manager's primary purpose is to lead, oversee, and directly manage three divisions of technology consisting of Geographic Information Systems (GIS), Application Support, and Data Analytics. The Data Strategy Manager will ensure that projects are completed within scope, to a certain quality, and within time and cost constraints. These factors may be clearly defined or may require dynamic change management to deliver business value. The Data Strategy Manager will provide leadership and motivational guidance for the technology teams. The Data Strategy Manager will ensure that project goals align with NBU business values and are achieved. The Data Strategy Manager will maintain operating and capital budgets as well as contract management of the projects assigned to the department. The Data Strategy Manager will coordinate with vendors as the liaison for NBU.

Essential Duties & Responsibilities

MANAGEMENT/SUPERVISION

- *Accomplishes staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; developing, coordinating, and enforcing systems, policies, procedures, and productivity standards.
- *Promote a positive work environment and encourage teamwork to accomplish results
- *Review and approve purchases and payroll time entry for division
- *Prepare monthly and quarterly reports, board reports and presentations
- *Attend managers' meetings and report appropriate information to direct reports
- *Ability to communicate effectively both in written and oral modes
- *Ensure personnel are safety conscious and adhere to NBU safety guidelines and practices at all times and in all situations
- *Establishes strategic goals by gathering pertinent business, financial, service, and operations information; identifying and evaluating trends and options; choosing a course of action; defining objectives; evaluating outcomes.
- *Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, benchmarking state-of-the-art practices; participating in professional societies.
- *Accomplishes financial objectives by forecasting requirements; prepares & monitors annual O & M, capital and personnel budgets; scheduling expenditures; analyzing variances; initiating corrective actions.

ESSENTIAL FUNCTIONS

- *Strategic Planning: Leads team in developing and maintaining mid to long-range strategic road maps, creating requisite business cases, competitive analyses, and driving program alignment across departments from inception to implementation. Supports annual strategic planning process. Identifies how new and emerging technologies can help NBU achieve Tier 1 Goals.
- * Program Management: Translates strategic vision and road maps into executable programs and leads team in realizing successful implementations. Acts as cross-functional strategic partner across departments in

aligning program resources and priorities. Assures initiation, monitoring and maintenance of systems and policies necessary to safeguard the physical, financial and human capital of the organization and customers.

*Process Improvement: Manages the creation of process/data flow maps of links between systems, current processes, areas of opportunity to improve process flows and new systems to integrate. Identifies opportunities to maximize system use, including strategic use of data to create more efficiency and stronger operation.

*Communication: Prepares information and makes presentations to various audiences including the executive, senior and mid-level managers and associates. Builds and leverages effective alliances across the enterprise to understand, shape and meet business demand.

*Coaching and Development: Communicates effectively as a leader to develop talent on the team to provide best-in-class capabilities. Meets regularly with team members and peers. Responsible for reviews and performance management. Defines and maintains correct roles and responsibilities for team members aligned with application support and maintenance activities.

*Project Management: Manages the resources necessary to plan, coordinate, and deliver solutions to meet various project requirements and manages the demand for new solutions against employee capacity.

*Vendor Management: Creates and maintains effective vendor relationships. Establishes and maintains communication with business partners and peer IT organizations. Negotiates vendor contracts that are advantageous to NBU and align with NBU Strategic Plan.

PERFORM OTHER DUTIES AS ASSIGNED OR REQUIRED

GENERAL RESPONSIBILITIES

*Maintain regular attendance; leave schedule should be managed so as to not interfere with ability to accomplish tasks, including special projects and assignments with deadlines or negatively affect direct reports' ability to do their jobs when applicable

*Adhere to NBU safety guidelines and practices at all times and in all situations

*Maintain a clean and safe work area, office, field site and vehicle as applicable

*Develop & maintain effective customer service skills for communications with co-workers, customers and the public in general

*Maintain strict confidentiality of business, employee and customer information in written and oral communications and safeguard sensitive documents

*Adhere to NBU policies and procedures

*Exemplifies NBU Core Values of Integrity, Stewardship, Team and Safety

*Participate in and support initiatives to reach annual NBU Performance Measures

Formal Education and Work Experience Requirements

Degree/Diploma Obtained: Bachelors

Science, or related field from an institution

Work Experience Time Frame: Five Years or More

accredited by a nationally recognized agency.- An

Field of Study: Computer Science or related field

approved combination of education and experience

Other: Bachelors degree in Business

may substitute for the above mentioned

Administration, Data Analysis, Process

requirements.

Automation, Information Systems, Computer

Certification and Licensures Requirements

A valid Texas Driver's License is required to operate a company vehicle when necessary.

Other Minimum Qualifications

Knowledge of Computer Software

	No Knowledge	Beginner	Intermediate	Expert
ArcGIS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AutoCAD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crystal Reports	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Access	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microsoft Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microsoft Publisher	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft PowerPoint	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other Software Knowledge

Click or tap here to enter text.

Experience with Machines, Tools, Equipment and Other Work Aids

Telephone, Calculator, Copier, Motor Vehicle, Computer, Scanner, Laser Printer

Physical Demands

Standing: Occasionally

- Making Presentations
- Observing Work Sites
- Observing Work Duties
- Communication with Co-Workers

Fine Dexterity: Constantly

- Computer Keyboard
- Telephone Keypad
- Calculator
- Calibrating Equipment

Walking: Occasionally

- To Other Departments/Office/Office Equipment
- Around Worksite

Lifting: Occasionally

- Supplies
- Equipment
- Files

Carrying: Occasionally

Supplies

Equipment

Files

Sitting: Constantly

Desk Work

Meetings

Driving

Reaching: Frequently

For Supplies

For Files

Handling: Frequently

Paperwork

Monies

Kneeling: Rarely

Filing in Lower Drawers

Retrieving Items from Lower Shelves/Ground

Pushing/Pulling: Occasionally

Physical Hazards (High voltage, dangerous machinery, aggressive Customers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Health and Safety Conditions

	Never (Never Occurs)	Rarely (Less than 1 hour per week)	Occasionally (1/3 or more of the time)	Frequently (From 1/3 to 2/3 of the time)	Constantly (2/3 or more of the time)
Mechanical Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explosives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicable Diseases	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Danger or Abuse	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other: Click or tap here to enter text.

Primary Work Environment: Office Environment

Other: Click or tap here to enter text.

Overall Strength Demands

- Sedentary - Exerting up to 10 pounds occasionally or negligible weight frequently, mostly sitting
- Light - Exerting up to 20 pounds occasionally, 10 pounds frequently, walking or standing often
- Medium - Exerting 20 - 50 pounds occasionally, 10 - 25 pounds frequently, or 10 pounds constantly
- Heavy - Exerting 50 - 100 pounds occasionally, 25 - 50 pounds frequently, or 10 - 20 pounds constantly
- Very Heavy - Exerting 50 pounds constantly

Non-Physical Demands

	Never	Rarely	Occasionally	Frequently	Constantly
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Time Pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Emergency Situations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frequent Change of Task	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Irregular Schedule/Overtime	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performing Multiple Tasks Simultaneously	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working Closely with Others as Part of a Team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tedious or Exacting Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Noisy/Distracting Environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other: Click or tap here to enter text.

Employee Statement of Understanding

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYEE AGREEMENT BETWEEN NEW BRAUNFELS

UTILITIES (NBU) AND THE EMPLOYEE. Nothing in this position description restricts NBU's ability to assign, reassign or eliminate duties and responsibilities of this job at any time.

I HAVE READ AND RECEIVED A COPY OF THIS JOB DESCRIPTION.

Employee's Signature

Employee's Printed Name

Date