

# Job Title: Data Administration Director

**Title:** Data Administration Director  
**Application Deadline:** 01/13/2019  
**Req ID:** 737  
**Department:** Transportation Agency  
**Location:** Barre  
**Position Type:** Permanent  
**Pay Grade:** 27  
**Schedule Type:** Full Time

## Job Code

208900

## Overview

We have an exciting and challenging opportunity for a Data Administration Director to join the Asset Management & Performance Bureau. You will be lead and manage the Data Management Section. You will need to have a thorough knowledge and application of GIS, experience with mobile field data collection, and experience developing and managing data contracts. The successful applicant will also possess a thorough knowledge and application of project management principles while demonstrating the ability to lead diverse teams in the achievement of complex goals and objectives. The Data Administration Director ensures that data collection and management activities comply with strategic direction of department. Develops strategic and operational plans for data management. Establishes and promotes the department's information management policies. Provides leadership and facilitates data management within the organization. Ensures that Business Analysts define the business standards for their data, the level of quality of the data, and that the data source is documented and the metadata published. Advises Information Technology Managers on information management and opportunities of a strategic nature. Defines the business value, scope, standards and services of the department's data within the context of their mandate. Fulfills the legislated responsibility or program mandate of ensuring data quality, completeness, and integrity through management of the data creation and maintenance. Allocates resources to meet data needs. Ensures that the value of data is maximized through sharing.

## Who May Apply

This position, **Data Administration Director (Job Requisition # 737)**, is open to all State employees and external applicants.

If you would like more information about this position, please contact Chad Allen at [chad.allen@vermont.gov](mailto:chad.allen@vermont.gov).

Please note that multiple positions in the same work location may be filled from this job posting.

Resumes will not be accepted via e-mail. You must apply online to be considered.

## Class Definition

Planning, development, and management of data administration program activities functioning at a professional level. Work involves development of protocols and procedures that ensure the department uses information management efficiently and within government guidelines. Supervision is exercised over professional employees, including Business Analysts. Work is performed under the general supervision of an administrative superior, a deputy commissioner, or the Commissioner.

## Environmental Factors

Normal office working conditions generally prevail. Incumbent must be able to interact, work, and deal with Department staff, educators, state, federal, and local officials, and the general public. Evening and weekend work may be required. Some travel may be necessary for which private means of transportation must be available.

**Minimum Qualifications**

Bachelor's degree in management information, computer science, public administration, business administration or related field AND six (6) or more years of experience in data management, reporting & analysis in education, INCLUDING two years supervising.

OR

Associate's degree in computer science or college-level coursework that includes 15 computer science or research and statistics credits AND eight (8) or more years of experience in data management, reporting & analysis in education, INCLUDING two years supervising.

OR

Ten (10) or more years of experience in data management, reporting & analysis in education, INCLUDING two years supervising.

**Total Compensation**

As a State employee you are offered a great career opportunity, but it's more than a paycheck. The State's total compensation package features an outstanding set of employee benefits that are worth about 30% of your total compensation, including:

- 80% State paid medical premium
- Dental Plan at no cost for employees and their families
- Flexible Spending healthcare and childcare reimbursement accounts
- Two ways to save for your retirement: A State defined benefit pension plan and a deferred compensation 457(b) plan
- Work/Life balance: 11 paid holidays each year and a generous leave plan; many jobs also allow for a flexible schedule
- Low cost group life insurance
- Tuition Reimbursement
- Incentive-based Wellness Program
- Qualified Employer for Public Service Student Loan Forgiveness Program

Want the specifics? Explore the [Benefits of State Employment](#) on our website.

**Equal Opportunity Employer**

The State of Vermont is an Equal Opportunity Employer. Applications from women, individuals with disabilities, veterans, and people from diverse cultural backgrounds are encouraged.