Job Description

General Information

Position Title:	**Department:**	**Date:**
Business Intelligence Developer	Library & Information Technology Services	12/19/2017
Reports to:	**Location:**	**FLSA Classification:**
Director, Web Services (Enterprise Information Systems)	Burke Library Hamilton College 198 College Hill Road Clinton, NY 13323	Exempt (Salaried)

Position Summary

The Business intelligence (BI) developer implements the business intelligence systems for Hamilton College. This position is also a leader in implementing and maintaining data governance strategy and tools.

Responsibilities (Essential Functions) Include % of time spend for each Essential Function

a. Maintain, support, and enhance the business intelligence data backend, including data warehouses and data lakes. (40%)
    i.   Perform needs assessment
    ii. Recommend and implement technical platform for data warehouse and lake/repository.
    iii. Manage cloud and/or on-premises solutions for data transfer and storage.
    iv. Establish data structures for all enterprise data stored in business intelligence systems.

b. Builds interfaces between the business intelligence systems and other college information systems to maintain a timely and accurate integration of data. (20%)
    i.   Collaborate with other members of the Enterprise Information Systems group to develop interfaces that transfer data between the colleges enterprise systems and the data warehouse and lake.
    ii. Document all data transfer and maintain an inventory of integrations with various systems.

c. Collaborate and work with data analysts in various departments to ensure that data meets their reporting and analysis needs. (20%)
    i.   Establish interfaces between the data warehouse and reporting tools, such as Tableau.
    ii. Assist campus data analysts with connecting reporting and analytics software to data warehouses, lakes, and other data sources.
    iii. Manage access and permissions to data.

d. Provide technical guidance for design and implementation of data governance systems and policy. (15%)
    i.   Deploy an enterprise wide data governance framework, with a focus on improvement of data quality and the protection of sensitive data through modifications to organization behavior policies and standards, principles, governance metrics, processes, related tools, and data architecture.
    ii. Monitor data quality, identify data quality issues, oversee remediation plans, implementation of data controls, and manage data quality remediation strategies. Define data quality strategy, and participate in a data quality working group.
    iii. Oversee and ensure that new systems implemented at the college follow data quality guidelines.
    iv. Create, manage, and facilitate a Data Governance process to identify and understand the critical data issues in terms of business impact/risk/opportunity, and ensure data policy enforcement and compliance.
    v.   Set formal standards, policies, and processes regarding data quality management.

e. Keeps abreast of new business intelligence technologies; make periodic recommendations for department and campus initiatives. (5%)

Education and Previous Experience Requirements

Bachelor's Degree plus at least 2 years experience managing data warehouse and/or business intelligence systems. An advanced degree or certifications in a related field is a plus.

Knowledge, Skills, and Abilities

- Thorough knowledge of, and experience with, data warehouse technologies and the management of database servers.
- Expertise with Amazon Web Services, Microsoft Azure, SQL-based database systems, and/or other enterprise data warehouse solutions.
- Experience working with APIs, Web Services, JDBC/ODBC connectors, and other integration technologies is desired.
- Demonstrated understanding of data governance and data policy for an enterprise environment. Experience with the Data Cookbook model is preferred.
- Demonstrated commitment to working as part of a diverse and inclusive community.
- The ability to successfully manage multiple priorities.
- Above average customer service skills as well as verbal and written communication skills.
- Should be able to communicate technical information (both written and verbally) to technical and non-technical people in a supportive and meaningful way.
- Must embrace learning and working with constantly changing technology.
- Work collaboratively within our team, the department, and the across the college.

Physical Dimensions

Indicate how often the following physical demands are required to perform the Essential Job Responsibilities.

Activity (Hours per Day)	Never 0 hours	Occasionally Up to 3 hours	Frequently 3-6 hours	Constantly 6-8+ hours
Sitting	☐	☐	☐	☒
Walking	☐	☒	☐	☐
Standing	☐	☒	☐	☐
Bending (neck)	☐	☒	☐	☐
Bending (waist)	☐	☒	☐	☐
Squatting	☐	☒	☐	☐
Climbing	☐	☒	☐	☐
Kneeling	☒	☐	☐	☐
Crawling	☒	☐	☐	☐
Twisting (neck)	☐	☒	☐	☐
Twisting (waist)	☐	☒	☐	☐

Hand Use				
Is repetitive use of hand required?	Yes ☒	No ☐		

Check the frequency of activity required of the employee to perform the job

Activity (Hours per day) – Assumes right-handedness	Never 0 hours	Occasionally Up to 3 hours	Frequently 3-6 hours	Constantly 6-8+ hours
Simple grasping (right hand)	☐	☐	☒	☐
Simple grasping (left hand)	☐	☒	☐	☐
Power grasping (right hand)	☐	☒	☐	☐
Power grasping (left hand)	☐	☒	☐	☐
Fine manipulation (right hand)	☐	☐	☒	☐
Fine manipulation (left hand)	☐	☒	☐	☐

	Never	Occasionally	Frequently	Constantly
Pushing and pulling (right hand)	☐	☐	☒	☐
Pushing and pulling (left hand)	☐	☒	☐	☐
Reaching (above shoulder level)	☐	☒	☐	☐
Reaching (below shoulder level)	☐	☒	☐	☐

Lifting				
Please indicate the daily lifting requirements of the job	Never	Occasionally	Frequently	Constantly
	0 hours	Up to 3 hours	3-6 hours	6-8+ hours
Lifting 0-10 lbs	☐	☒	☐	☐
Lifting 11-25 lbs	☐	☒	☐	☐
Lifting 26-50 lbs	☒	☐	☐	☐
Lifting 51-75 lbs	☒	☐	☐	☐
Lifting over 75 lbs	☒	☐	☐	☐

Reviewed and Approved:
(Sign and Date)

Department Manager/Supervisor: _____   **Date:** _____

Department Director/VP: _____   **Date:** _____

Human Resources: _____   **Date:** _____

Union Representative (If Applicable): _____   **Date:** _____