

Title: Data Warehouse Manager	Effective Date: June 25, 2016	Grade: XVIII	Job Category: Professional
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CHARACTERISTICS OF WORK

This position is responsible for designing, implementing, operating, and maintaining multiple Department data warehousing activities.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas Department of Transportation is an "at will" employer.

- Design, implement, operate, and maintain data warehouse development environments.
- Develop data warehouse process models, including sourcing, loading, transformation, and extraction.
- Coordinate business requests for data warehouse and prioritize requirements, schedule and manage tasks, and communicate progress.
- Collaborate with analysts to translate requirements into technical specifications.
- Participate in design and development meetings to determine needs and ensure specifications and standards are met.
- Review and edit program documentation to ensure end user access is efficient and user friendly.
- Create plans and test files and scripts for data warehouse testing.
- Supervise and provide leadership to all appropriate technical staff to ensure effective utilization of all manpower, while maintaining high standards in developing, maintaining, and troubleshooting data storage systems.
- Verify compliance with current Division standards and Department policies.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in computer science, management information systems, or related field, plus a minimum of ten years of experience in data warehousing, OR the educational equivalent to a diploma from an accredited high school plus fourteen years of experience in data warehousing. Proficiency in data warehousing tools and database systems. Excellent analytical abilities. Ability to interpret and apply Department policies and procedures. Supervisory and administrative experience. Well-developed sense of urgency and follow-through.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.

