THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

BUSINESS INTELLIGENCE SYSTEMS TEAM MANAGER

Group-Section: Information Technology Group/Applications & Support Services Section/Applications Unit	**FLSA Status:** Exempt **Bargaining Unit:** MAPA	**Salary Grade:** 63 **Job #:** TM061

JOB SUMMARY
Responsible for managing and supervising the overall architecture, design, development, and maintenance of data warehouse systems and ensuring the availability and use of data across business units. Areas of responsibilities include partnering with business users to identify and maximize opportunities to utilize data warehouse systems to improve business processes; evaluating, planning, designing, and implementing new data warehouses; delivering insightful, consumable, and actionable reports, scorecards, dashboards, and analytical outputs to improve business performance; ensuring reliability, consistency, and availability of data warehouses, and researching technology innovations to determine potential application to Metropolitan business needs.

OVERSIGHT
Receives direction from the Unit, Section, or Group Manager.

Manages and supervises a staff of professionals, technicians, paraprofessionals, and administrative support.

JOB DUTIES
1. Manages the planning, development and implementation of programming activities, applications systems, and requirements standards for business intelligence and data warehousing through best practices.

2. Leads the maintenance and enhancement of existing reports; authors and enhances queries and reports within a data warehouse platform.

3. Documents technical requirements and/or modifications for the design of new and existing reports.

4. Partners with business users to scope programming efforts; develops cost estimates; creates technical specifications and provides recommendations on the evolution of the architecture of the overall business intelligence platform and capability.

5. Develops short and long-term business intelligence roadmap that is consistent with the needs and priorities of the business and optimizes the availability and use of data across business units.

6. Provides leadership, vision, and direction for data warehouse systems in support of the enterprise's business objectives and requirements.

7. Coordinates team activities with other information technology teams and with managers and staff in other business units; and participates in the planning and implementation of complex projects.

8. Supervises staff including selection, assignment and monitoring of work, coaching, counseling, and performance assessment; reviews work for thoroughness and adherence to standards; assesses employees' competencies and develops training plans; builds a motivated team to ensure that organizational goals for diversity, career development, productivity, performance management, and employee involvement are met.

9. Provides general administration of the team including establishing and tracking team goals and objectives; analyzes team activities and prepares and develops and monitors team budget to ensure most efficient use of resources; evaluates resource needs; assists in the development of the annual business plan; and provides quarterly updates of the business plan.

10. Estimates costs and staffing requirements for requested projects; assists in preparation of capital budget; selects and monitors temporary staff and consultants; prepares and evaluates request for proposals; reviews and evaluates proposed agreements, technical documents, and project plans; and participates in selection of contractors and manages contracts for services to ensure compliance with applicable standards, guidelines, and objectives.

11. Ensures applications are available and functioning at optimal levels; establishes standards and practices; monitors system performance and security; purchases, installs, and manages system licenses.

12. Assists in developing team and unit policies, methods, and procedures; and reviews and makes recommendations regarding the development of quality assurance and quality control procedures, project milestones, presentations, and documentation.

13. Assists in maintaining effective working relationships with a variety of internal customers and vendors to represent Metropolitan's interest in a collaborative and informed manner.

14. Performs other related duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS
Education and Experience: Bachelor's degree from an accredited college or university and eight years of increasingly responsible relevant experience, of which two years must have been in a project management, supervisory, or lead capacity; or an advanced degree from an accredited college or university and six years of increasingly responsible relevant experience, of which two years must have been in a project management, supervisory, or lead capacity.

Required Knowledge of: Supervisory methods and techniques; team building; contract administration; project management including planning, scheduling, and costing; report writing; personnel management practices; practices and principles of strategic planning; performance

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measurement tools and metrics; policies and procedures related to budget, procurement, and human resources; programming theory and design; relational database design; and basic understanding of Microsoft and UNIX operating systems; Oracle database software and development methodologies; Extract-Transformation-Load (ETL) tools; dimensional data modeling and cubes; and analytics.

Required Skills and Abilities to: Plan and organize the work of the team; encourage and facilitate cooperation; interpret laws, rules, and regulations relative to the unit, section, and group; communicate orally and in writing; determine training needs of staff; establish collaborative working relationships with all levels within Metropolitan; and perform application design, development, and testing.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS
Certificates
• None

Licenses
• Valid California Class C Driver License

Registrations
• None

DESIRABLE QUALIFICATIONS
• None

PHYSICAL DEMANDS/WORK ENVIRONMENT
The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

Vision Requirements: No special vision requirements

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