Business Intelligence (BI) Manager

Position Details

Class Code: 1510
Job Family: Information Systems
Classification: Support Professional
Terms of Employment: Pay Grade 64 on the Support Professional Salary Schedule
FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, responsible for the management and continuous improvement of the Clark County School District's (CCSD) Business Intelligence/Business Warehouse (BI/BW) systems and processes according to CCSD specifications and standards.

Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Develops work procedures; supervises and evaluates assigned staff.
2. Fosters cross-discipline communication, coordination, and cooperation between technical staff, developers, end-users, and District administrators, to promote successful governance of the BI platform.
3. Analyzes business, reporting, and accountability requirements; identifies functional/data sources; develops specifications for BI/BW systems.
4. Coordinates with appropriate resources to identify valid, verified data sources, master data, or other sufficiently-governed datasets.
5. Coordinates with functional/data owners, and development/database administration staff to define, design, code, and develop data stores/objects, extractions, transformations, loads, abstraction layers, etc., necessary to ensure data integrity and meet reporting, information, and visualization requirements, while adhering to standards and best practices.

6. Analyzes reports, dashboards, visualizations, abstraction layers, data paths/sources, and BI system architectural elements to resolve poor performance.
7. Develops test plans (unit, data, process integration) and ensures performance optimization testing; validates solutions work as intended and meet customer needs.
8. Supports the training of power users on BI standards and processes.
9. Prepares/maintains documents, including flowcharts, data diagrams, records, processes, procedures, etc., to communicate functions, sequences, and uses.
10. Researches and keeps current with technological and BI/BW industry changes; adapts to functional and customer demands for new/enhanced systems.
11. Provides input into department goals, objectives, and budgeting.
12. Tracks project statuses and reviews works-in-progress to ensure conformance with plans and department standards.
13. Conforms to safety standards, as prescribed.
14. Performs other duties related to the position, as assigned.

Distinguishing Characteristics

Involves all aspects of BI/BW and related disciplines, including management, data visualization, governance, quality, and warehousing, columnar reporting, extract transform load (ETL), object-oriented design/development, change control, functional testing, quality assurance, configuration management, and technical documentation.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of employee supervision principles/practices, including work planning, organization, performance review/evaluation, training, and discipline.
2. Knowledge and experience in enterprise-class technology systems, operations, and capabilities, including centralized, distributed, client/server, and web-based tiered architectures/environments.
3. Knowledge of enterprise database and object-oriented design, implementation, and support concepts/principles.
4. Knowledge and experience in operational analytics and Key Performance Indicator (KPI) metrics.
5. Knowledge of principles, practices, and methods used in BI and enterprise data governance.

6. Knowledge of project management principles and practices.
7. Ability to learn operating principles and characteristics of CCSD systems.
8. Ability to lead and evaluate assigned staff.
9. Ability to prepare clear, concise documentation, procedures, reports, and other written materials.
10. Ability to communicate clearly, verbally and in writing, using the English language.
11. Ability to leverage the advantages of a data abstraction layer in support of enterprise BI.
12. Ability to design and implement multi-tier data-staging technology consisting of disparate systems.
13. Ability to read, code, debug, and interpret high-level programming language instructions/technology systems.
14. Ability to coordinate/work multiple projects and meet established deadlines.
15. Ability to contribute to the unit's service efficiency/effectiveness by offering suggestions and actively directing or participating in team efforts.
16. Ability to work flexible hours/shifts and be on-call for after-hours support.
17. Ability to keep current with changes in the technology landscape.
18. Ability to develop and maintain effective working relationships with CCSD staff, vendors, and other agencies.
19. Ability to exercise judgment within established procedural guidelines.
20. Ability to recognize and report hazards and apply safe work methods.
21. Possess physical and mental stamina commensurate with the responsibilities of the position.

Position Requirements

Education, Training, and Experience
1. High school graduation or other equivalent (General Educational Development [GED], foreign equivalence, etc.).
2. Seven (7) years' progressive, professional experience in BI analysis, design, and development using enterprise-class toolsets and technology; or,
Associate degree from an accredited college or university in a related field (computer science, management information systems, information technology, etc.), and five (5) years' experience as described above; or,
Bachelor's degree from an accredited college or university in a related field, and three (3) years' experience as described above.

3. Experience with vendor dialects of structured query language (SQL) such as Oracle SQL and PL/SQL, Microsoft SQL and TSQL, MySQL, etc.
4. Experience with designing and developing parameterized/columnar reports, dashboards, visualizations, and data abstraction layers.
5. Team lead, supervisory, or system management experience.

Licenses and Certifications

None specified.

Preferred Qualifications

1. Certification/training in Systems Application Products (SAP) Business Objects, Microsoft SQL Reporting/Server Analysis Services, or BI principles.
2. Experience designing, developing, and maintaining multidimensional, heterogeneous data environments in support of BI/BW.
3. Five (5) years' experience in application programming, database administration, database/data visualization programming, or BI.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (GED, foreign equivalency, etc.).
2. College transcript(s) from an accredited college or university, if applicable.
3. Specific documented evidence of training and experience to satisfy qualifications.

Examples of Assigned Work Areas

CCSD Central Information Systems Department.

Work Environment

Strength

Sedentary/medium – exert force up to of 25-50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stopping, kneeling, climbing, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to

communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near/far acuity and color vision. Vision to read printed and online materials, Video Display Terminal screens, or other monitoring devices.

Environmental Conditions

Climate-controlled office settings with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

Computers, printers, modems, telephones, fax machines, copiers, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 04/15/25
- Created: 10/27/14