

## **Sample Chief Data Officer Job Description**

Position: Chief Data Officer

Organizational Appointment: [ORGANIZATION]

Number of Positions: [#]

### **Organization Introduction**

[BRIEF DESCRIPTION OF THE ORGANIZATION.]

### **General Position Description**

[ORGANIZATION] is seeking a Chief Data Officer (CDO).

Data is an asset. When leveraged for analysis or development, it has the ability to revolutionize government, enabling residents to better engage and stakeholders to track the city's performance. The CDO is responsible for making sure data is treated like an asset in every corner of city government. To accomplish this, the CDO will oversee the development and implementation of the city's data strategy, which includes constructing a comprehensive strategy for citywide data collection, usage, and storage; partnering with the city's analytical assets to facilitating data-driven decision-making through relevant analytics; and promoting transparency through open data. This is an ideal position for an entrepreneurial executive interested in leading the adoption of innovative strategies inside City Hall and spurring cultural change.

### **Specific Activities**

The Chief Data Officer works closely with the senior leadership, including the [CHIEF EXECUTIVE, CHIEF INFORMATION OFFICE, ANALYTICS DIRECTOR, etc.]. The CDO is responsible for the following:

- Ensuring every decision made by city employees and leaders is informed by the best available data
- Improve the City's ability to collect, improve, use, manage, and publish data;
- [LEAD/ASSIST] the City and its departments in the analysis of datasets to generate and communicate insights that improve decision making;
- Provide training, education and tools for City departments to improve analytics and open data efforts;
- Make strong contributions to the City's performance management efforts by ensuring performance metrics are measurable, targets are grounded in evidence, and results are reportable;
- Develop, implement, and manage the City's open government data program and data standards;
- Lead the City's open data [WORKING GROUP/COMMITTEE];
- Coordinate utilization, maintenance, and updates of the City's Open Data website, currently known as "[PORTAL NAME];"
- Create policies and procedures for departments to identify, review, publish, and maintain open data sets;

- Assist departments with implementation of and compliance with Open Data policies by working with departmental Open Data Coordinators;
- Present an annual updated citywide implementation plan to the [CHIEF EXECUTIVE] and respond, as necessary, regarding the status of open data in the City;
- Coordinate the creation, storage, and internal sharing of sensitive, non-public City data not designated for publication on [PORTAL NAME];
- Analyze and report on the usage of [PORTAL NAME];
- Collaborate with external stakeholders to promote available datasets, seeks feedback on quality, establish standards, and solicit new ideas for data releases;
- Serve as an evangelist for leveraging data to generate insights, articulating to city departments and external stakeholders the available innovation opportunities and strategic importance of sharing and studying data; and
- Actively work to further the goals of the City through open data;

### Qualifications

#### Personal Skills

- Strong oral communication skills with the ability to explain complex concepts to a general audience
- Excellent written communication skills
- Proven leader with experience creating and implementing programs that spur cultural change
- Ability to train people with varying degrees computer skills
- Well-versed in the principles of open data, data science, and performance management
- Solid understanding of government processes and practices, including but not limited to legislative process, contracting and procurement, and budget
- Comfort with risk and frequent change

#### Technical/Knowledge Skills

- Experience in quantitative analysis, advanced mathematics, statistics, economics, and/or computer science
- Experience with database management, data hygiene and transformation, and data visualization
- In-depth understanding and experience implementing data security protocols for sensitive or legally protected information
- Technically proficient with experience or an understanding how to build mobile and web applications that use open data
- A solid understanding of APIs, GIS systems, and mapping concepts
- Understanding of different open data formats and the benefits and drawbacks of each format
- Familiarity with open source software

#### Education

- Possession of a Master's Degree in computer science, business analytics, data science, economics, finance, public policy, public administration or related field

OR

- Any equivalent combination of education and experience determined to be acceptable by [ORGANIZATION].

Qualified Applicants

If you are interested in applying for this position, please send a cover letter and resume to [PERSON, POSITION] at: [EMAIL ADDRESS or MAILING ADDRESS].

*[ORGANIZATION] does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.*