

POSITION TITLE: Business Intelligence/ Database Management Architect

GENERAL DESCRIPTION OF DUTIES

Under direction of the Systems and Programming Manager, the individual in this position must have experience in Database Management Systems (DBMS), accompanying data dictionaries and mid-range data repositories/document management systems. This position will be responsible for Architecture, design and development of Data Warehouse (DW) and Business Intelligence (BI) solutions. Responsible for the overall architecture, modeling & design, development, implementation, maintenance, and technical production support of Data Warehouse, Data Marts, ETL and Reporting Services. Responsible for all data management and administrative duties for test and production BI and Web Applications. Data processing, data warehousing, enterprise reporting and document management system environments, and, other data structures. This position will plan, coordinate and manage all physical changes to data repositories and ensure that user data capture, retention, extraction and reporting needs are met. Performs other related work as required.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Responsible for the strategic design and implementation of data warehouses, data marts, and Business Intelligence solutions while ensuring high levels of data/application availability. This individual is also responsible for defining data standards and data models for warehouse architectures. Participate in all aspects of data warehouse/analytical projects including conceptualization, design, development, testing, selection, deployment, and post-implementation support.

Develop and maintain data integration/ETL processes, Manage database objects including tables, queries, views, stored procedures, functions, triggers, indexes, constraints, analysis services cubes and reporting. Provide production support for the daily ETL batch process,

This hands-on position is responsible for managing BI reporting and working closely with the Application team in the support and continued development of Business Intelligence solutions. The primary function is to lead and manage the Business Intelligence team and all business intelligence, reporting, data warehouse development and support applications.

Manage Enterprise Reporting solution. Responsible for the design, development, and implementation of business intelligence solutions and reporting. Manage and maintain users, accounts, passwords, permission, and folder structure Business Objects Enterprise (BOE) and Central Management Control (CMC). Set up group and folder structures to manage all distributed Crystal Reports via the report distribution system. Coordinate the upgrade and implementation of the Crystal Reports products. Test the release upgrade and updates.

Manage database objects including tables, views, stored procedures, functions, triggers, indexes, constrains, analysis services cubes, queries, and reporting. Provide expertise on

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query design to assist consultants with pulling data out of large, complex databases using SQL Server and DB2. Manage a variety of database systems including Microsoft SQL Server, DB2, MySQL, MS Access, and other Database Management Systems (DBMS), develops and enforces database administration and user standards and procedures; audits, modifies, and amends data in systems using SQL commands, hand-editing, and bulk import; oversees the scheduling of database projects.

Assists in the development and creation of SQL and Web-based databases and database systems; reviews technical designs, reports, documentation, and other materials produced by staff; creates and maintains high-level reporting systems using products such as Crystal Reports; researches and implements new database and online technology.

Database Operations and Administration. Establish and monitor production databases to ensure control of production database objects included but not limited to SQL jobs, internal / external data interfaces, linked servers, replication services, users, security, database backups and other database performance criteria. Establishes and monitors data backup/recovery guidelines and capabilities.

Plan and implement all changes to physical data structures while ensuring that data remains consistent across data structures, data is clearly defined, users have concurrent access to data based on their needs and that data security and recovery controls are in place. Revises data definitions as needed based on data dictionary changes or requirements.

Reviews all design and physical changes to new and existing data structures and communicates these changes to development and networking staff to determine impact.

Plans and implements security measures to safeguard data while implementing and monitoring security controls. Assigns approved user authority to access data and monitors access permissions and privileges.

Monitors and assists in performance tuning of data structures and capacity planning.

Develops and documents standards and guidelines for data structure design and usage (including data dictionary), monitors trends in data management/administration, researches and procures needed hardware/software tools and assists in training users on data access and usage.

Reviews developer data flowcharts and assists in data structure design, coding, testing and implementation. Develops data models for logical design to describe data elements, refines physical design to meet storage requirements and reviews findings with developers.

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment for this position.

Attendance is an essential function of the job.

MARGINAL FUNCTIONS

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While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in Information Systems or related field; supplemented by a minimum of five years **Data Management and Administration** experience. (5) Experience with MS SQL Server database administration and programming including T-SQL, stored procedures, functions, triggers, and SQL Replication. 5+ years of full development lifecycle experience within Business Intelligence & Data warehouse projects. Experience with IBM AS400/DB2, Data Warehousing and Enterprise User Reporting. Strong Experience Business Intelligence tools including Business Objects (BOE) and Crystal, Business Objects Data Integrator, or enterprise-level ETL tools preferred.

Technical Skills and Qualifications

The individual in this position must possess the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; Possess strong analytical skills with an attention to detail; excellent oral and written communication skills; Intermediate PC knowledge, experience with aspects of the **Data** Warehouse lifecycle including **data** analysis, **data** modeling & design, SQL Server, SAP/Business Object Enterprise, ETL DI or MS SSIS, and AS400/DB2 environment knowledge.

PERFORMANCE APTITUDES

Human Interaction: Requires excellent client interaction skills.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to start, stop, operate and monitor the functioning of Hardware and Software tools.

Verbal Aptitude: Requires excellent presentation, oral and written communication skills.

Functional Reasoning: Requires the ability to apply principles of rational systems analysis and design. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria.

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ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors. Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks may risk potential exposure to adverse environmental condition, such as electric currents when installing hardware and peripheral system components.

The Broward County Administrator is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Broward County court administrator will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.