

TOWN OF STRATFORD - JOB DESCRIPTION			
POSITION:	Data Manager	JOB NUMBER:	No. **
SALARY RANGE:	\$27.90 to \$32.33 per hour, 37.5 hours/week	ESTABLISHED:	September 2022
RESPONSIBLE TO:	Director of Planning, Development and Heritage	REVISED:	May 2023

JOB SUMMARY

- The Data Manager is responsible to assist the Director of Planning, Development and Heritage, Town Planner, Building Officer, and Municipal Housing Navigator in the provision of collecting, managing, and disseminating data. The objective of the position is to ensure that required data is available, and that information flows are timely and secure.

MAJOR RESPONSIBILITIES:

- Create and enforce policies for effective data management
- Identify gaps between existing data and required data
- Collect missing data as possible
- Ensure accuracy of planning data
- Create reporting tools and structures for data sharing with management and stakeholders
- Implement best practices for data security
- Provide data for project evaluation

KNOW HOW:

- Knowledge of land use planning, building construction and bylaws
- Experience in management of data
- Familiarity with modern database technologies (ie: Excel, CRM, etc.)
- Experience with ArcGIS, ArcMap or similar mapping technologies
- Excellent communication and collaboration skills
- Organizational and attention to detail skills

WORKING RELATIONSHIPS

- Reports to and assists the Director of Planning, Development and Heritage
- Assists other department staff in the implementation of their duties
- Assists municipality contractors as required
- Provides technical assistance to department and other Town staff

PROBLEM SOLVING

- The ability to interpret, and evaluate bylaws and policies
- The ability to analyse a variety of technical problems, provide solutions, and make recommendations
- The ability to solve technical software issues

ACCOUNTABILITY

- Accountable to the Director of Planning, Development, and Heritage for performance, to departmental staff for collaboration, to other Town staff for technical assistance.

WORKING CONDITIONS

- Physical Effort - work involves sitting for extended periods at a workstation, occasionally travel to town locations.
- Physical Environment - works in an office environment with occasional visits to town location for data collection.
- Sensory Attention - work requires computer screen time, frequent interruptions, and significant interactions with staff, stakeholders, and town contractors.
- Mental Stress – work will involve meeting deadlines, some meetings after normal work hours, and managing demands from varied requirements.