

Jurisdiction: City of Ithaca
Jurisdictional Class: Competitive
Adopted: 05/05/21

DATA SYSTEMS COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The Data Systems Coordinator has the technical responsibility for the specification, maintenance, configuration, system management and operation of the FileMaker database for the Building and Planning Divisions of the City of Ithaca Department of Planning and Development. The Data Systems Coordinator works to create and maintain all the necessary file structures that permit the import and export of necessary data to facilitate property maintenance files including building permits, electrical and plumbing permits, certificates of occupancy, violations, site plan approvals, subdivision approvals, zoning variances and related property information utilized by the Department. The incumbent also prepares New York State Department of State reports for permits and housing inspections, rental data, solar installations, and other property and permit specific information. The Data Systems Coordinator also trains staff on the proper use and routine work to be carried out on any of the data systems utilized by the Department. The work is performed under the general supervision of the Director of Planning and Development with leeway allowed for the exercise of independent technical and operational judgment in the performance of the work. Strategic goals are established by the Director of Planning and Development in partnership with the Data Systems Coordinator. Does related work as required.

TYPICAL WORK ACTIVITIES:

Writes code and oversees the installation, updates, configuration, maintenance, troubleshooting and management of the FileMaker Database System and related databases;
Collaborates with Planning and Building Division staff and the Department of Information Technology;
Develops tactical goals and objectives under the general direction of the Director of Planning and Development and through collaborations with Planning, Building and Information Technology staff;
Reviews data migration, data entry and error logs weekly;
Facilitates the proper system configuration necessary to maintain compliance with state data reporting requirements, and proactively works to scan for vulnerabilities in systems and remediates vulnerabilities;
Prepares and maintains a variety of written reports, including property record updates, configuration updates, weekly reports, and maintenance notifications;
Practices life-long learning as a strategy to maintain awareness and refresh knowledge in data coordination and best practices in data collection, validation, verification and reporting and useful data disaggregation techniques;
Coordinates all aspects of state data reporting requirements and certification;
Serves as a liaison to all data system vendors for defining technical requirements, obtaining cost information, resolving technical issues, and renewing periodic software licensure;
Trains staff in the use of database systems;
Prepares and oversees the preparation of a variety of narrative and statistical reports, including activity reports and fee reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of database management systems, design methods and database structures; thorough knowledge of the FileMaker Database system used by the Building and Planning Divisions of the City of Ithaca Department of Planning and Development; thorough knowledge of Microsoft Access and Excel software; thorough knowledge of state reporting requirements and the protocols necessary for the maintenance, verification, and validation of these reporting elements; good knowledge of active directory and directory groups necessary for the maintenance of security groups within data systems software; excellent interpersonal, oral and written communication skills; ability to train staff in any of the data management software utilized by the Department; ability to integrate and address the needs of diverse groups while multitasking; ability to establish and maintain effective working relationships with coworkers; ability to establish and maintain effective service provider relationships with all associated constituents; ability to effectively communicate technical information in an easily understood manner; ability to present thoughts and to document procedures in a clear, concise and organized manner; ability to problem solve logically and to work collaboratively; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or NYS registered college or university with a Bachelor's Degree in Computer Science, Information Science, or a closely related field with similar course curriculum and three (3) years of full-time paid experience, or its part-time paid equivalent, in data systems administration or data analysis; or
- B. Graduation from a regionally accredited or NYS registered college or university with an Associate's Degree in Computer Science, Information Science, or a closely related field with similar course curriculum and five (5) years of full-time paid experience, or its part-time paid equivalent, in data systems administration or data analysis; or
- C. Graduation from high school or possession of a high school equivalency diploma and seven (7) years of full-time paid experience, or its part-time paid equivalent, in data systems administration or data analysis; or
- D. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C).