

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### **FACILITIES DATA AND BUSINESS PROCESS MANAGER**

**SALARY SCHEDULE: ADMINISTRATIVE G**

**COST CENTER: CONSTRUCTION SERVICES (9042)**

**QUALIFICATIONS:**

- (1) Bachelor's degree in process management, data management, business management or related field and 3 years' experience developing, managing or overseeing process improvement, systems integration and electronic data processing; or
- (2) Ten years' experience in developing, managing or overseeing process improvement, systems integration and electronic data process.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability and experience in set up, implementation and management of complex and integrated electronic data systems

Knowledge of information management systems and frameworks for linking complex data systems

Ability to collect, analyze and synthesize data for use in decision making, process improvement, standardization, and performance monitoring

Demonstrated ability to interpret and summarize data, present data in a variety of formats, and present written and oral reports.

Knowledge of and experience with backend queries, data reviews, scrutiny, quality analysis, anomaly detection, database systems maintenance and database report generation.

Ability to understand and analyze processes, skill in use of process flow charts, cause and effect diagrams, Histogram, and Pareto charts in process analysis

Ability to break a complex process down, develop measure process at critical points, and systematically recommend, implement, and measure process improvement.

**REPORTS TO:**

Executive Director of Facilities, Construction and Planning

**JOB GOAL**

To manage all data, business processes, and technology within the Facilities, Planning and Construction departments.

**SUPERVISES:**

Assigned support personnel.

**PERFORMANCE RESPONSIBILITIES:**

- \*(1) Direct daily operations of data management team.
- \*(2) Serve as the Facilities, Construction and Planning Department's advisor in matters relating to successful implementation and use of all data bases, data systems and system integration across the division.
- \*(3) Responsibility to develop, oversee and regulate various work procedures across the division.
- \*(4) Create and enforce policies for the effective data management.
- \*(5) Formulae techniques for quality data collection to ensure adequacy, accuracy and legitimacy of data.

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- \* (6) Establish rules and procedures for data sharing with stakeholders.
- \* (7) Support stakeholders in the daily use of data systems.
- \* (8) Maintain the accuracy of all FISH data and record construction documents and drawings across the district.
- \* (9) Keep abreast of latest technology and its application in the division; evaluate the divisions technology needs and recommend improvements such as hardware and software upgrades.
- \* (10) Develop computer information resources, providing data security and control, strategic computing and disaster recovery.
- \* (11) Works to ensure that the process outcomes are in harmony with division goals.
- \* (12) Sustained focus and attention to detail for extended periods of time.
- \* (13) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.
- (14) Perform other incidental tasks consistent with the goals and objectives of this position.

### **PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

### **Job Description Supplement No. 11**

\*Essential Performance Responsibilities