Job Description

Job Title: Data Intelligence Specialist
Reports To: Director of Community Impact
FLSA Job Status: Exempt
Classification: Full-time
Date Prepared: 2023-08-17

Job Summary. The Data Intelligence Specialist serves as the subject matter expert in regional data, analytics, and visualization to drive regional strategies, growth, and decision-making.

Illustrative Essential Job Functions. The duties listed below are intended to describe the general nature and level of work of this position. The list is not exhaustive or restrictive, and other duties may be assigned.

Data Services (Internal and External)

- May serve as the point of contact for internal and external data requests.
- Research, evaluate, and recommend data management solutions for data architecture, design, and maintenance.
- Search for, accumulate, and format data for analysis and visualization.
- Provides internal and external technical assistance regarding data and analytics.
- Assist with analytical calculations, trend and pattern identification, dataset design, and metric selection.
- Prepare data visualizations such as graphs, charts, and other visual communication tools.
- Conduct research projects and data gathering, including developing scorecards and dashboards.
- Assist in communicating key insights and trends to stakeholders and the general public.

Other

- Leads and manages projects within budget and deadline requirements.
- Partner on and/or lead data-driven regional initiatives and work groups.
- Contributes to grant applications including, but not limited to, responses to federal and state funding opportunities.
- Participate in a variety of special projects as assigned.

Supervision Received. Work is performed in consultation and coordination with and under the supervision of the Director of Community Impact.

Supervision Exercised. May supervise staff members and lead project teams as assigned.

Success Factors. To perform the job successfully, an individual should demonstrate the following behaviors:

- Skill in the use and care of a personal computer, including knowledge of MS Office Suite and other software and technologies, including data analysis and visualization tools, as they are adopted by the RPC.
- Skill in data processing and visualization tools to guarantee productivity such as Stata, Python, R, Julia, SPSS, Tableau, and Adobe Suite.
- Ability to appropriately prioritize responsibilities and meet deadlines.
- Work collaboratively with others to ensure the success and achievement of team members in the fulfillment of RPC priorities
- Ability to adapt as the organization develops and evolves
- Maintains reasonable and predictable attendance

Education, Training, Experience
Graduation from an accredited institution with a Bachelor's Degree in Social Data Analytics/Analysis, Epidemiology, Statistic or Data Science or a related field with a quantitative emphasis preferred, and relative, applied academic or employment experience. The degree should have involved hands-on work with real social data processing using statistical methods for small, medium, or big data sets. A satisfactory equivalent combination of experience and training which ensures the ability to perform the work may be considered.

Licenses & Certifications. Annual completion of Open Meetings Act and Freedom of Information Act training required. Project management certification preferred.

Job-Specific Skills. Critical knowledge and fundamental skills required for the position include:
- Optimally, experience with Social Data Analysis/Analytics or Data Science in general
- Proficiency in economic and demographic research skills.
- Skillful in statistical analysis and synthesis of large amounts of information in a clear, ordered manner that is usable for a variety of audiences.
- Possess quantitative and qualitative economic and/or social data research methodology.
- Possession of internet fluency including excellent web-searching skills.
- Superior computer literacy and proficiency in MS Office Suite (especially Excel), and Adobe Creative Cloud (particularly InDesign, Photoshop, and Illustrator).
- Superior writing skills, including the editing, oversight or preparation of technical reports and the presentation of information to government entities and various committees and clients.
- Exercises initiative to problem-solve, develop plans, and follow-through.

Working Conditions and Special Demands
Work is performed primarily in an office setting, although work activities may require attending meetings that involve occasional travel. The physical demands described are representative of those required to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Frequently
- Sit

- Use hands to finger, handle, or feel
- Reach with hands and arms
- Speak and hear

Occasionally
- Stand
- Walk
- Climb or balance
- Stoop, kneel, or crouch
- Lift up to 25 pounds

Necessary Special Requirements.
- Drug screening and background check

Region 1 Planning Council is an Equal Opportunity Employer.