Position: Data Administrator

Organization description:
The City and County of Honolulu (“City”) Office of Economic Revitalization (OER) was established mid-2020 to coordinate the City’s response to the COVID-19 pandemic and economic recovery. OER ensures that COVID-19 information is widely available to businesses and community institutions to operate in a safe manner to ensure that O‘ahu’s economy can remain open. OER also directly assists O‘ahu residents and businesses to find assistance and execute COVID relief-funded jobs and other programs. Additionally, OER is tasked with the development and transition over time to a more diversified and resilient economy.

Position description:
The Data Administrator will maximize the opportunity for City Departments and community partners to win competitive federal and private funding awards. The Grants and Data Administrator understands the federal grant making process and supports the City administration and community partners to improve the capacity, systems and process to generate effective reporting, gather appropriate data, and analyze data for progress towards an equitable economic recovery and other goals of the City Administration.

Duties and responsibilities for the Data Administrator:

- Data Planning and Development (50%)
  - Represents the City and County of Honolulu and the Office of Economic Revitalization in meetings with government representatives and community organizations in regards to data needs supporting grant applications. Meets with various stakeholder and community meetings to inform the public and formulate coordinated program strategies. Liaises with key stakeholders to disseminate information, assess community need, and gather feedback.
  - Develops expertise for the City and County of Honolulu in community funding priorities, current and historical related projects, and data on effectiveness of past programs and strategies.
    - Conducts literature search and studies for best practice methodology for data management as well as service delivery in this and other jurisdictions; formulates recommendations for programming of funding based on federal and other competitive grants available.
  - Actively manages professional relationships with federal and private funding partners and develops working databases of funding sources outside of the City with similar programmatic goals to leverage and maximize City investments.
  - Evaluates current programs against City and OER strategic goals and assessments of need and makes recommendations for improvements.
Draft external proposals and create supporting documentation such as letters of support, budgets, staff allocation plans, funding case, and other related documents.

- **Data Gathering, Analysis, Reports and Evaluation (40%)**
  - Collects and analyses data to identify trends and provide City or OER with information to understand business and community needs, make projections, improve operational and businesses practices. Identify, gather, analyze and interpret data to make insights accessible through narrative, easy-to-understand graphs, charts, tables and reports.
    - Use data mining to extract information from data sets and identify correlations and patterns
    - Organize and transform information into comprehensible structures
    - Use data to predict trends in the economy and population as a whole
    - Perform statistical analysis of data
    - Use tools and techniques to visualize data in easy-to-understand formats, such as diagrams and graphs
    - Preparing reports and presenting these to management or clients
    - Monitor data quality and remove corrupt data
    - Communicate with stakeholders to understand data content, analysis, and reporting requirements
    - Prepare requests for information regarding economic diversification and supporting topics such as workforce development, industry needs, and community cost/benefit analysis.

- **Formulates supportive documentation for Council Members and City wide administrative decision-makers. Advises the Executive Director on legislative, budget, personnel, technical and other matters. Prepare internal reports and presentations for internal City personnel, including Administrative and Council officials and their personnel, as necessary.**

- **Collect implementation concerns from city contractors and community feedback to support the Executive Director with recommended actions for improved public services, including internal reports, costs, and other data to determine program effectiveness against contracted metrics and community change metrics.**

- **Plans and participates in collaborative workshops and meetings; creating active working partnerships with private entities, community groups and the government sector; gathering and sharing information on community-based needs, best practices.**

- **Serves as a community to government liaison and resource, advocating and gaining cooperation to network towards a modern and innovative continuum of services to reduce fragmentation and duplication of such services.**

- **Other Related Activities (10%)**
  - Supervises the OER Data Specialist and perform other duties as may be assigned to ensure efficient and effective operations of the City and the Office of Economic Revitalization.

**Qualifications Data Administrator (Planner IV):**

- Training and Experience: A combination of education and experience substantially equivalent to graduation from an accredited college or university with specialization in business administration, project management, economics, or public administration and
professional work experience in planning or related activities or as applicable for positions requiring specific specializations.

- (DATA GATHERING AND ANALYSIS) professional administrative, fiscal or analytical experience in data gathering, analysis, and interpretation for the City government and community stakeholders
- (COMMUNITY AND ECONOMIC REVITALIZATION) professional work experience in community and economic development project planning, coordination and/or management and which shall have included significant involvement in feasibility analysis and the review of business plans and project/grant proposals and demonstrated knowledge of different means of financing and project budgeting

- Ability to translate ideas and recommendations into database plans which are in conformance with laws and regulations, and with the best social, economic and public interest utilization; collect, analyze, and interpret data pertaining to related situations, and make effective decisions and recommendations from these data; speak effectively to individuals and to groups, and to prepare reports
- The ability to pay attention to detail when working with data in order to make accurate conclusions and predictions
- Strong verbal and written communication skills to effectively share findings with shareholders
- A solid understanding of data sources, data organization and storage
- Strong mathematical, computer, internet, web-based program management platform knowledge and skills
- In-depth knowledge of statistical methodologies and data analysis techniques
- Knowledge of relevant relational databases
- Ability to interpret laws, rules, and regulations; make sound observations, remember facts, and give testimony based thereon; communicate effectively with the public and representatives of other governments agencies
- Patience and empathy when dealing with individuals, contractors, non-profits, and community-based advocacy groups that may be experiencing challenging and difficult situations

**Physical requirement:**
Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties.

**Compensation:**
Starting salary commensurate with experience.

**Employment duration**
Employment to start as early as possible, position is currently vacant.

**To apply:**
To apply, please send a 1 page cover letter, current resume, and at least three current references to oer@honolulu.gov. Please highlight aspects of your experience that are relevant for this position for this position and explain why you are interested in working with the City and County of Honolulu in this role.

**Deadline to apply:**
Applications will be accepted until position is filled.