JOB TITLE:	**Data Architecture & Goverance Analyst**	**Date Created:**	Sept 18, 2024
Reports To:	Community Relations Director	**Date Reviewed:**	Sept 19, 2024
Job Grade:	24	**Last Revised:**	Sept 19, 2024

SUMMARY OF POSITION:

The Data Architecture & Governance Analyst works with and acts as a trusted advisor to VHFA staff across departments to determine data and reporting needs, and is responsible for developing and maintaining the systems and procedures required to serve those needs. This will include support in the management & maintenance of various Agency databases; efficient and secure extraction, organization and maintenance of necessary information from all Agency sources; maintaining integrity and security of Agency data; and working with Agency departments to implement relevant policies and procedures.

SPECIFIC RESPONSIBILITIES:

1. In collaboration with Agency departments, develop systems, procedures, and policies for data management that ensures improved operational efficiencies, higher database reliability and security, decreased potential for human error, compliance with data governance requirements, improved data sharing, and promoting best practices.

2. Collaborate with VHFA staff to identify areas for data-related process improvement. Develop and implement improvements to data management workflows.

3. Develop processes, procedures, and policies to safeguard sensitive information in adherence to data protection regulations and organizational policies.

4. Design, develop and support the management of a centralized repository for VHFA data where possible and feasible, whether that be a data lake, data warehouse, or other structure.

5. Facilitates and conducts regular meetings with VHFA staff to support data reporting needs and best practices.

6. Extract data from various sources including databases, spreadsheets, and other systems, and work in conjunction with departmental staff to generate reports and visualizations to present data insights and communicate findings effectively to non-technical stakeholders.

7. Oversee VHFA staff in performing data-related tasks and implementing associated policies and procedures to ensure best practices, including compliance with relevant rules, regulations and policies. The goal is to maintain centralized control, security and integrity of Agency data.

8. Keep abreast of new trends with respect to data management, including reporting, data visualization, data security, and data privacy.

9. Work with IT and other departments' staff to address technical issues related to data systems.

10. Implement necessary data retention procedures and policies as adopted by Agency management.

11. Ensure that VHFA staff have the necessary support for their work with various database applications, report writers, dashboards, and other data-related software or applications, as required.

12. Provide training and support to staff on data management, processing, and visualization tools.

13. In conjunction with IT and other departments' staff, perform database maintenance tasks such as backups, optimization, and index rebuilding to ensure data reliability and minimize downtime.

SUPERVISES: N/A

EDUCATION REQUIREMENTS:

♦ Bachelor's Degree in Computer Science, Data Science, Information Systems, Information Technology, or similar field, Microsoft Certifications, or equivalent work experience.

JOB KNOWLEDGE AND EXPERIENCE:

♦ 3 years experience with data management tools and software, such as Microsoft SQL, SQL Server Reporting Services, Excel, and Access.
♦ Strong understanding of data management principles and database structures required.
♦ Experience with programming and scripting languages such as Python preferred.
♦ Experience with data visualization and low-code applications such as Power BI, Power Apps, and Tableau preferred.
♦ Experience working with Microsoft cloud environments preferred.
♦ Attention to detail and adherence to data policies.

GENERAL JOB QUALIFICATIONS:

♦ Responsive, clear, and consistent communication styles.
♦ Ability to work effectively with end-users and explain technical information clearly in non-technical terms.
♦ Ability to work as the subject matter expert with minimal technical supervision.
♦ Strong project management skills with the ability to manage multiple projects simultaneously.
♦ Must be highly organized, able to set priorities, meet deadlines, and fulfill end-users' requests with minimal supervision.
♦ Demonstrated alignment with VHFA's VIIBE: Agency Values of Integrity, Innovation, Belonging, Equity.
♦ Ability to work well independently, as part of a team, and with a wide variety of community members and partner agencies.

ACKNOWLEDGMENT

I have read the above job description. I understand the duties and responsibilities of the position.

Print or type your name: _____

Sign your name: _____ Date: _____