Data Administrator Job Family

JOB TITLE	DATA ADMINISTRATOR Admin Level 3	SENIOR DATA ADMINISTRATOR Admin Level 4
Promotion Criteria	Typically > 3 years of IT experience in data analysis/administration and reporting. Demonstrated proficiency in both data and processing modeling for relational databases. Effective communication skills – with IT colleagues and with non-technical clients.	Typically > 6 years of demonstrated data analysis/administration and reporting experience in a large and complex technical environment. Demonstrated mastery in both data and process modeling for relational databases; viewed as 'expert' by colleagues. Experience leading complex projects or data administration components of larger projects.
Position Overview Statement:	The Data Administrator is responsible for representing MIT academic, business and research activities in a series of logical data models. Typically involved in modeling and design sessions with customers and other IT professionals responsible for building applications based on data models. Analyzes data to identify and resolve data issues, manage MIT's data repository and educate customers on data administration issues.	The Senior Data Administrator is responsible for representing complex MIT academic, business and research activities in a series of logical data models. Typically involved in modeling and design sessions with customers and other IT professionals responsible for building applications based on data models. Analyzes complex data to identify and resolve data issues, manage MIT's data repository and educate customers on data administration issues. Consults with management on project design/development needs. Manages projects of moderate scope or complex projects under senior direction.
Principal Duties and Responsibilities	This is generally an independent position which requires the flexibility to perform both managerial and technical tasks, as well as the initiative to map out a strategy to achieve measurable goals. All work is performed in conjunction with customers and other members of the technology community. The work includes, but is not limited to: Being the Institute's focal point for data administration issues including: • Access • Authorization • Custodianship • Data definitions • Data usage • Naming conventions • Navigation • Privacy • Retention • Security Managing MIT's data repository. Includes tasks such as:	This is a strongly independent position which requires the flexibility to perform both managerial and technical tasks, as well as the initiative to map out a strategy to achieve measurable goals. All work is performed in conjunction with customers and other members of the technology community. The work includes, but is not limited to: • Developing and promoting standards, procedures and best practices for data administration. • Ensuring data integrity across multiple systems in support of customer needs. Communicating data and timing concerns with management as needed. • Managing model repositories and upgrades. • Managing complex reporting and technical support for repository databases. • Managing the lifecycle of repository objects from development through production implementation. • Participating in implementation processes with application developers and other IT professionals. • Overseeing regular and emergency database maintenance to keep information current. Analyzing trends and making recommendations for improvement. • Participating in the interviewing, hiring and evaluating of

	loading data into the repository and supporting the repository on an ongoing basis by establishing, refining and coding update processes. Collecting and analyzing data. Includes tasks such as: classifying the data, identifying duplicate date, and determining and publishing standard data formats. Creating ad hoc queries and reports or providing quantitative data to meet data needs of customers. Creating data interfaces to ensure that data accurately transfers between multiple systems and applications. Defining, publishing and enforcing IS&T data standards. Reviewing the design of new systems for adherence to data standards. Ensuring data accuracy. Maintaining system audits to ensure shared applications within the organization are accurate. Resolving all data discrepancies through determining the source and inconsistency and tracking issues to resolution. Educating and providing ongoing training for customers on programs, procedures and data attributes. Documenting and refining data models. Managing moderately complex data administration projects. Includes developing an overall approach to projects, identifying goals, and identifying tasks and milestones.	staff. • May function as a project leader for assigned data administration projects, developing an overall approach to projects, identifying goals, and identifying tasks and milestones. • Providing technical leadership and serving as a subject matter expert to other staff on cross-functional teams and projects to support key IS&T objectives.
Supervision Received:	Under general supervision of Manager and/or Senior Project Manager. Employee determines appropriate work methods, plans, schedules, and prioritizes work based on goals and objectives to be achieved, within standards of work unit; carries out work activities independently. Consults with senior management to resolve unusual problems or to provide general direction.	Under minimal supervision of Manager, Senior Project Manager and/or Director. Employee sets own goals and determines how to accomplish results with few or no guidelines to follow; precedents may exist; senior management provides broad guidance and overall direction.
Supervision Exercised:	Guides or directs work of others who may perform similar or related work. Plans, organizes, prioritizes, and schedules work. Reviews work quality and output and processes to follow. May participate in interviewing potential candidates, contribute to performance reviews, makes	Supervises work of others, including planning, assigning, and scheduling work. Reviews work and ensures quality standards are met. Trains staff and oversees their productivity. Coaches and manages people, and/or provides project leadership. May offer recommendations for hiring,

	recommendations for training, and other developmental plans. May provide project leadership.	termination and pay adjustments, but does not have responsibility for making these decisions.
JOB IMPACT		
Overall Impact	Role has short- to intermediate-term impact IS&T wide. Shares responsibility for the results of an entire functional area.	Work generally has longer term impact, and significantly affects how business is done in a functional area within IS&T or a major customer. Individual has significant share of responsibility for the results of team.
Budget Impact	Moderate; > $200,000	Significant; >$2 million
Resources		
Timeline		
Complexity:	Moderate complexity, although may have high level of complexity in a particular area.	High level, including multiple areas with high levels of complexity.
Functional/ technical		
Organizational/ political	Balances the competing short- and long-term goals within one's team in alignment with IS&T goals and initiatives.	Involves multiple departments with significant political impact.
Change Management	Moderate. May lead and facilitate organizational change to improve strategic use of IT solutions.	Significant. Creates consensus base for innovation. Assures that change "champions" are identified and engaged.
Stakeholders		
Number of Projects	Medium scale projects.	Large scale projects.
Percent of Effort		
Contacts Required to Perform Job	Frequent contact with customers and vendors. Also maintains contact with staff in comparable or related areas across IS&T.	Works with internal staff and external professionals (consultants, vendors) to plan and manage network related projects from design to implementation. Works with other teammates to define new services and upgrade existing services.

QUALIFICATIONS/ TECHNICAL SKILLS:		
Qualifications	At least 3 years of experience in data analysis/administration and reporting. Demonstrated proficiency in both data and processing modeling for relational databases. Demonstrated proficiency in the use of administration functions for all repositories.	At least 6 years of demonstrated data analysis/administration and reporting experience in a large and complex technical environment. Demonstrated mastery in both data and process modeling for relational databases. Bachelor's degree preferred.
Knowledge, Skills & Expertise	Solid understanding of formal logical and dimensional modeling techniques, system development lifecycle and system integration knowledge. Must understand business processes to ensure database architectures and data flows are meeting customer needs. Requires a thorough understanding of both theoretical and practical aspects of own professional discipline. Requires in-depth understanding of the purpose and operations outside one's own area. Understands internal/external clients; may require awareness of external trends and best practices.	Expert understanding of formal logical and dimensional modeling techniques, system development lifecycle and system integration knowledge. Must understand business processes to ensure database architectures and data flows are meeting customer needs. Requires in-depth knowledge of principles, practices and theories in own professional discipline. Requires a minimum of 4 years data administration experience designing solutions for internal/external clients. May have knowledge of more than one professional discipline and is considered a resource for others. A proven track record of technical innovation.
Critical Thinking & Problem-Solving	Recognizes problems or situations that are new or without clear precedent. Finds solutions using a systematic, multi-step approach. Primarily responsible for developing improvements and innovations to enhance performance.	Identifies, develops and initiates innovations and solutions where precedents and procedures may not exist. May work cross-functionally to solve problems and implement changes. Analyzes decisions and actions for their support of the larger area's strategic direction. May work with senior management, resolving more complex problems.
Collaboration	Within one's unit or sphere of operation, determines people who are critical to accomplishments results, and may bring them together to problem solve or share workload. May lead groups through process of problem solving, soliciting ideas and opinions to form recommendations or action plans. Works to identify and solve issues in the group.	Actively participates in cross-functional groups to solve problems. Responds to requests to provide resources and organizational structure to promote collaborative initiatives. Utilizes a network of relationships to collect and disseminate information, build support and secure buy-in for desired objectives.
Communication Effectiveness	Writes and presents reports, contracts and/or proposals for internal and/or external audiences. Interprets other viewpoints and assimilates them into work processes. Formally transfers technical or administrative knowledge to others.	Handles broad-based, often complex, communication for internal and/or external audiences. Creates a forum and format for ongoing open communication within functional area or among departments. Handles conflict resolution to maximize opportunity and minimize exposure to risk.

Decision Making	Decision making guided by specific policies and objectives within which frequent decision are required. Assists in formulating recommendations on difficult problems.	Responsibilities include regularly making decisions and taking independent action on matters affecting a Department/School. Participates in strategy development.
Influencing and Leading	May have formal supervisory and/or coaching responsibility in a work unit. Actively supports diversity initiatives and awareness. Establishes and leads project timelines or short-term goals. Motivates others towards completion of tasks and assignments. Helps others to think through alternatives and choices.	Develops department's standards and goals. Creates and promotes a work environment through education, training, and professional opportunities within one's own area. Frequently persuades and negotiates in complex and/or sensitive matters. Influences through formal authority.
Responsibility & Accountability	Develops specific goals for one's own work. Seeks out and identifies multi-faceted problems and opportunities, taking immediate action to address them. Recognizes immediate obstacles to completing work. Initiates action to address a need without being directed.	Work significantly affects a Department or large functional area within a School or Central Administrative area. Prioritizes projects; follows departmental processes. Typically directs the work of others. Acts decisively in critical situations or to circumvent a potential problem.