

**Anoka-Hennepin Independent School District #11**  
**Job Description**

**Title:** Data Integration Manager  
**Department:** Information Services  
**Reports To:** Director of Technology and Information Services  
**Prepared Date:** June 29, 2018

**SUMMARY OF RESPONSIBILITIES**

The Data Integration Manager will act as lead designer of strategies for effectively utilizing data systems.

**DUTIES AND RESPONSIBILITIES**

- Develop, communicate, and coordinate the overall strategy for data integration with various departments and develops processes to guide decision-making throughout the organization.
- Establish and maintain data integration practices and processes that meet the ever-growing needs of the organization by providing data efficiently to applications and end-users in a timely and effective manner.
- Responsible for the professional learning needs of the data integration team.
- Coordinate the projects and workloads of the data integration team.
- Provide analysis of complicated and interdependent data systems and recommends changes in technology and human processes.
- Use modern data strategies to integrate data shared across legacy, new development, and purchased package environment.
- Manage processes designed to allow the rest of the organization to obtain data in a manner that supports their decision-making.
- Design and maintain an effective identity management strategy that efficiently delivers a robust single sign on and account provisioning solution.
- Create and maintain technical documentation of the solution, and interact and work within a team environment.
- Work closely with the Data Operations Manager to ensure the smooth operations in area of responsibility.
- Performs other tasks and duties as assigned by the Director of Technology and Information Services.

**SUPERVISORY RESPONSIBILITIES**

Directly supervises Education Data Coordinators. Under the direction of the Director of Technology and Information Services has the responsibility for direction, coordination, evaluation and supervision of these employees in accordance with School District policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problem.

**EDUCATION and/or EXPERIENCE**

Bachelor's degree with emphasis in information or technology management or closely related field required. Requires a minimum 5 years information systems management experience. Other related management experience may be considered.

**CERTIFICATES, LICENSES, REGISTRATIONS**

None.

**KNOWLEDGE, SKILLS & ABILITIES**

Ability to effectively communicate complex concepts with vendors, customers, co-workers and management, both verbally and in writing.

Strong organization and prioritization skills, with a strong attention to detail, and ability to work under pressure.

Strong database administration skills.

Working knowledge of modern protocols and technologies.

Ability to define problems, collect data, establish facts, and draw valid conclusions.

Strong analytical and problem-solving skills.

Competent to lead, guide and/or coordinate others to promote a dynamic and collaborative team environment.

Excellent interpersonal skills and collaborative management style with both technical and non-technical people.

Capability to work under limited supervision following standardized practices and/or methods.

Ability to review related information to develop and evaluate options and implement solutions.

Ability to maintain regular attendance, which includes completing an assigned day.

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk; and hear. The employee is occasionally required to stand; walk; reach with hands and arms; and lift and/or move up to 10 pounds. Specific vision abilities required by this job include close and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Most work is performed in an office. The noise level in the work environment is usually quiet.