



Job Description

Job Title: Report Developer

JTC: CQE

Salary Range: N05

FLSA: Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Responsible for designing, developing, and supporting new and existing reports and data visualization as well as ensuring data quality and integrity. Initiates the design, programming, and deployment of Business Intelligence (BI) and Analytics reports and develops BI dashboards to meet the enterprise-wide self-service needs ultimately developing the overall reporting solutions.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Ability to analyze data in databases (SQL) and spreadsheets (MS Excel) and to present analysis and recommendations. Demonstrated proficiency in extracting data from and analyzing data in relational database systems, specifically Oracle, relational database management systems (RDBMS) and SQL Server. Demonstrated advanced-level proficiency in MS Excel, including data-related functions and data visualization. Must be highly skilled to perform duties that require accuracy and attention to detail.

Experience in report development and information technology with a strong understanding of database structures, theories, principles, and practices. Knowledge of data modeling and extraction, transformation, and loading (ETL) concepts.

Ability to work independently and in a team-oriented environment with the ability to collaborate effectively with individuals from diverse, multi-cultural backgrounds. Able to provide assistance, including creation of documentation and delivery of end-user training to others utilizing appropriate resources and tools to achieve desired results.

Ability to exercise independent judgment and implement changes as needed. Able to multi-task, troubleshoot and solve problems quickly, completely, and accurately. Ability to effectively prioritize and execute assignments while under pressure meeting multiple deadlines, adapting to frequent change requests and changing priorities.

Must have excellent interpersonal, presentation, oral and written communication skills, with a customer centric focus, to effectively interact with various constituents and stakeholders within the DCCCD community network.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

MINIMUM KNOWLEDGE AND EXPERIENCE

Associate degree or higher plus three (3) to four (4) years of related experience. Computer skills including experience in Business Intelligence reporting, VBA, and SQL is required. Customer Relationship Management (CRM) systems experience is a plus. Official transcripts are required. ****Will be subject to a criminal background check. Some positions may be subject to a fingerprint check****

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provides hands-on integration and management of Business Intelligence/Analytics software tools and applications working with internal stakeholders to understand their business information needs, gather requirements, design and build best-in-class BI and reporting solutions. Performs technical and analytical tasks with an emphasis on data collection, interpretation, aggregation, and evaluation of data for internal and external reporting.

Creates a visual presentation of materials, assembles templates and tests platforms for efficiency. Creates mass e-mail lists for student/employee communication as requested by stakeholder. Designs new reports and reporting solutions based on organizational business needs. Researches ideas and software technology necessary to program and implement browser-based reporting solutions; improve operational efficiencies in managing data collection and dissemination.

Coordinates records management efforts within the organization. Works closely with stakeholders to acquire and/or exchange data in a timely manner; develop reports and presents data/dashboards to end users; migrates data and sustains the ongoing quality/accuracy/completeness of the production database systems.

Manages the full cycle of specific data processes, including but not limited to data import, export, data creation, cleansing, conversion, migration, and validation. Automates and streamlines the flow of data transfer to and from production environment; documents and standardizes data exchange processes, procedures, and best practices. Prepares comprehensive profiles of demographic, financial, biographic and other pertinent information and researches local and national resources.

Responds to user requests or requirements and conveys information in a clear, concise manner using the appropriate communication medium.

Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.