

## Information Technology Job Function

### IT Data Architecture Mgt III

Grade: 57

Job Code: I1357M

Job Family: IT Data Management

Job Family Matrix: [IT Data Management Matrix](#)

#### Summary

Independently assist in the design, development, maintenance and support of a data management system.

#### Typical Core Duties

- Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment
- Manage aspects of data management services which may include database and analytics platform research and design, database performance and optimization, recovery/load strategy and implementation, and data modeling
- Assist with the preparation of data verification and testing methods for data/applications loaded into the warehouse, or other data repositories, to ensure compatibility across different sources
- Code, develop, and document scripts and stored procedures
- Collaborate with stakeholders to prepare data acquisition/access analysis
- Provide technical expertise and direction in developing and supporting system level programs
- Provide documentation for specific systems and processes
- Troubleshoot advanced problems and recommend appropriate action
- May provide training to clients and staff
- Act as a resource for a school or unit
- Abide by and follow the Harvard University IT technical standards, policies, and Code of Conduct

#### Basic Qualifications

- Minimum of two years' post-secondary education or relevant work experience

#### Additional Qualifications and Skills

- Supervisory experience
- Minimum two years' additional post-secondary education or relevant work experience
- Knowledge of information technology applications, processes, software and equipment
- Advanced knowledge of ETL (Extraction, Transformation, and Loading), reporting and database technologies
- Advanced communication, technical and project management skills
- Demonstrated team performance skills, service mindset approach, and the ability to act as a trusted advisor

#### Certificates and Licenses

- Completion of Harvard IT Academy specified foundational courses (or external equivalent) preferred

#### Physical Requirements

#### Working Conditions

- Work is performed in an office setting