

## Information Technology Job Function

### IT Data Architecture Mgt IV

Grade: 58

Job Code: I1358M

Job Family: IT Data Management

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

#### Summary

Responsible for overall data management design and construction, ensuring optimization of data access, integration, and utilization. Manage interface and connectivity between multiple data storage sources using advanced database administration expertise.

#### 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
- Lead 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
- Collaborate to prepare 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 complex scripts integration mappings and workflows, and stored procedures
- Provide technical expertise and direction in developing and supporting system level programs
- Troubleshoot advanced data problems and recommend appropriate action
- Create new or enhanced components of data architecture and interfaces
- Collaborate with business partners to determine needs and evaluate solutions
- Provide training to clients and staff
- May function as subject matter expert or project lead
- Actively contribute to formulation of plans and policies
- Abide by and follow the Harvard University IT technical standards, policies and Code of Conduct

#### Basic Qualifications

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

#### Additional Qualifications and Skills

- 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