

## **Data Analysis Coordinator**

**Pay Grade: 9 (Exempt)**

Exhibits strong independent judgment to perform data collection and analysis and distribute findings to library staff and the community.

### **Minimum Qualifications: (education, experience, and certifications)**

- Bachelor's degree
- Education, training, and 1-2 years of experience in data collection and analytics and program evaluation

### **Minimum Competencies: (knowledge, skills, and abilities)**

- Demonstrated ability to gather, analyze, and interpret data and to make strategic and operational recommendations and decisions based on such data.
- Proficiency with data visualization, data analysis, and statistical software including Excel and Tableau
- Ability to clearly communicate and present data through reports and oral presentations
- Ability to work independently to implement and manage multiple projects and initiatives while meeting deadlines
- A high level of competency in prioritizing projects and tasks
- Organizational skills with attention to detail
- Initiative and independent judgement
- Ability to anticipate and creatively solve problems with a flexible mindset
- Broad cultural competency knowledge and skills, and ability to work effectively with a culturally diverse workforce and community
- Dedication to the pursuit of equity, diversity, and inclusion
- Excellent communication and social skills
- Ability to work collaboratively with staff throughout the library as well as community partners and organizations

### **Preferred Qualifications:**

- Knowledge of methods used to discover community needs and interests
- Knowledge of current library trends
- Knowledge of community data sharing practices

### **Essential Functions:**

- Identify, gather, and analyze data related to the library's collections, services, programs, facilities, and operations as well as data related to the community. Report out this data to library management team, staff, and the library board and make recommendations based on the analysis to support the library's strategic goals and objectives.
- Track, analyze and provide feedback on data trends to inform data driven decision-making and resource allocation.
- Proactively seek out and recommend areas for improvement and innovation. Develop appropriate mechanisms to evaluate library programs and services.
- Assist with strategic planning processes and the design and implementation of annual objectives.
- Inventory current data collection efforts and tools and make recommendations for additional areas to explore as well as possibilities for streamlining and increasing the efficiency and usefulness of data collection.
- Organize available data so that it can be accessed and used effectively by staff.

- Work with management team to standardize how and when data is reported to staff, the board, and the community.
- Continue current outcome measurement efforts and look for ways to expand and enhance these efforts.
- Compile data needed for state and other annual reports.
- Produce monthly and annual statistical dashboard and other regular and ad hoc reports as needed.
- Seek out and develop better ways to share the library story with staff and with the community.
- Help train staff on data tools (Excel, data visualization, etc.) and evaluate and recommend new tools as needed.
- Advance a data-driven culture within the organization.
- Collaborate with members of administration and management team to ensure successful library operations and services.
- Explore possibilities for data sharing among community partners and organizations.
- Maintain an awareness of products, services, technology and trends by reading industry literature, attending seminars, workshops, and professional meetings.

**Other Functions:**

- Performs other related duties as assigned
- May serve on library committees
- May contribute to public services in the library at public service areas

**Physical/Mental Demands and Environmental Conditions:**

Reasonable accommodations to these requirements will be made as needed

- Ability to perform office-related functions including extended concentration on a computer and typing capability
- Work may include prolonged sitting
- Manual dexterity, clear speech, hearing acuity, and correctable vision are required
- Noise level is generally moderate
- Work schedule is generally Monday-Friday 9-5:30 but some flexibility may be required to accommodate occasional library or community meetings in the evening.

**Direct reports may include:**

None