



COLUMBIA COUNTY, OREGON
JOB TITLE: SENIOR DATA ANALYST
DATE: OCTOBER 1, 2023

EXEMPT (Y/N):	No	CLASSIFICATION:	CSC
DEPARTMENT:	County Assessor	JOB CODE:	337
SUPERVISOR:	County Assessor	SALARY RANGE:	27
UNION (Y/N):	Yes	LOCAL:	AFSCME 1442

GENERAL STATEMENT OF DUTIES: Perform complex technical and analytical work in the design and creation of queries and reports in order to extract data from the county's unique, non-enterprise business data application systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

Design, develop, and maintain complex small or independent databases for systems focusing on specific areas; design, write, and test queries to access databases and prepare standard and ad hoc reports.

Serve as liaison and provide technical assistance with outside agencies and service providers on automated data systems, data analysis, and reporting issues; determine needs and design reports.

Collect, compile, extract, and organize complex information and data from multiple systems into a variety of summary and detailed executive management reports and presentations.

Research, analyze, evaluate, and recommend modifications to operating methods and procedures that support departmental goals.

Perform difficult statistical or analytical studies involving complex data and records using mathematical modeling, matrix algebra or linear, multiple and logarithmic regression.

Develop documentation, operating procedures, and end user manuals on independent, department-specific data systems. Develop and conduct user training. Provide technical assistance to users. Analyze information needs of users to assist in determining appropriate system structures and prepare system and report specifications.

Investigate and resolve data, reporting, and system inconsistencies. Develop and implement workflow, data entry, collection, and reporting procedures. Serve as a member of a research or study team.

Create, manage, and oversee sophisticated databases and data systems by extracting data from multiple information systems and databases.

Manage the design, development, administration, and maintenance of complex databases for department-specific systems and prepare complex ad hoc reports.

Serve as liaison with outside agencies, service providers, software vendors, and executive management on data analysis, reporting issues, and needs. Troubleshoot with software vendors on difficult system problems and resolutions. Serve as liaison between system users and IT in the development, implementation, and maintenance of a large standalone data system.

Translate information needs to work requests for IT. Plan, manage, install, configure, and administer new third-party database applications.

Provide recommendations to executive management, which may include elected officials and external policy or program officials.



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Facilitate discussions with service providers for improvement opportunities.

Design, develop, and compile complex business studies and computer-assisted assessment tools; analyze information needs to determine appropriate methodologies and desired output; design various forms and reports; design and prepare system audits; design menus for end users.

Prepare reports to meet federal and state statutory requirements.

Perform mass updates and maintenance of data; create and maintain database tables; design, review, develop, and install major department-specific systems that have broad impact on several program areas or across several external jurisdictions.

Follow all safety rules and procedures established for work areas. Comply with all relevant county policies and procedures.

Maintaining regular attendance during the assigned work schedule is an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers, and others is required.

SUPERVISORY RESPONSIBILITIES: Supervision of employees is not a responsibility assigned to this position. This position may nominally supervise or assist other employees in training.

SUPERVISION RECEIVED: Work is performed under the general direction of the County Assessor who provides policy, procedure, and administrative direction and reviews performance.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies below represent the required knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE: Equivalent to a four-year degree in a related field. Five years' related work experience. Any satisfactory combination of experience and training, which demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.

DESIRABLE QUALIFICATIONS: Team player willing to work collaboratively toward shared goals and be open to diverse ideas and perspectives. Receive constructive feedback in a positive manner.

CERTIFICATES, LICENSES, REGISTRATIONS: Certified or registered as a Property Appraiser. Must be able to obtain registration as a qualified Appraiser by the State of Oregon under the provisions of ORS 308.010 within 90 days of employment. Should possess a valid driver's license and be insurable under the county's liability policy.

KNOWLEDGE, SKILL, AND ABILITY: Advanced knowledge of database application design, preferably using MS Access and VBA. Knowledge of cartographic methods and demonstrate experience and/or education in database development and management. Broad knowledge of data analysis principles and techniques and real estate and economics. Knowledge of practices and procedures used in residential, commercial, industrial, farm, forest, mobile home, floating property, and land appraisals. Knowledge of recorded instruments such as deeds, mortgages, and contracts. Knowledge mapping practices.



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Skill in GIS software and Microsoft Office products. Skill in computer statistical programs and data processing applications.

Ability to:

- Organize, prioritize, and produce an accurate work product and meet deadlines.
- Think conceptually and quickly to get to the heart of a problem. Independently research answers and solve problems.
- Express ideas effectively, both verbally and in writing. Use sound judgment. Express complex technical topics and issues to numerous audience types.
- Adapt to change or new situations and openly acknowledge and work through conflict. Accept responsibility and be able to work well with ambiguity.
- Work independently and as a team.
- Act in such a manner as to maintain the confidentiality of the records and issues and other matters that may be encountered.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, county officials, and the general public.
- Make clear, concise recommendations and reports.
- Make accurate mathematical and statistical calculations.
- Comprehend and interpret laws, rules, and regulations and to read maps associated with various appraisal activities.
- Analyze a variety of data for the purpose of determining its distinctive characteristics and its similarity or dissimilarity to benchmark data.

SPECIAL NECESSARY QUALIFICATIONS: Must be able to pass a pre-employment background screening.

PHYSICAL DEMANDS: The physical demands described here must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Minimal, involving the movement of files, books, boxes, equipment, etc., seldom exceeding 20 pounds. Field activity requires additional physical demands, such as bending, stooping, climbing, etc., during inspections.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

General office environment. Occasional field work will expose the position to various weather conditions and terrains. Driving is an occasional requirement of the position.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in



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the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

*Columbia County has the right to revise this job description at any time.
This description does not represent in any way a contract of employment.*