

**PLANO INDEPENDENT SCHOOL DISTRICT  
Job Description**

<b>Job Title:</b> Business Intelligence Developer	<b>Wage/Hour Status:</b> Exempt
<b>Reports To:</b> Director of Information Systems	<b>Pay Range:</b> 838
<b>Dept./School:</b> Technology Services	<b>Date Revised:</b> 5/11/2021

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**Primary Purpose:**

This position works with key stakeholders across different business areas to gather requirements and develop reporting solutions for data driven decision-making. Responsible for the maintenance and oversight of data structures and data repositories, as well as executing queries for data requests and presenting information through reports and visualizations.

**Qualifications:**

**Education/Certification:**

Bachelor's degree in Computer Science or related field preferred

Industry certifications preferred

**Experience:**

Five years of experience designing, developing, and implementing data warehousing and business intelligence (BI) solutions

Five years of experience using Systems Development Life Cycle (SDLC) and Agile methodologies

Five years of experience with Microsoft BI technology (SSIS, SSRS, SSAS)

**Special Knowledge/Skills:**

Demonstrated knowledge and experience in systems architecture, application development, data warehousing, data modeling, and data management

Demonstrated knowledge and experience creating reports and dashboards

Demonstrated knowledge and experience with database management systems, online analytical processing (OLAP), and extract, transform, load (ETL) frameworks

Ability to extract data from various sources and connect, import and transform data for business analysis and intelligence

Ability to relate business goals to data elements and structures to support performance measurements

Knowledge of research techniques, methods and procedures to develop best practices and resolve technical issues

Excellent verbal and written communications skills

**Job Title:** Business Intelligence Developer

Ability to manage multiple priorities effectively

Ability to develop and maintain effective working relationships

**Major Responsibilities and Duties:**

Design, develop, and deploy business solutions, while maintaining advanced reporting, analytics, dashboards, and other BI solutions using appropriate toolsets

Work with business stakeholders to gather business requirements and translate business needs into high-level technical designs for business intelligence and data warehousing solutions

Design, implement, and maintain standardized, centralized data sources and repositories for business analytics and district reporting

Design, develop, and maintain ETL processes for the data warehouse. Manage data loads, security, and integration of the data warehouse platform for BI reporting

Maintain business intelligence models to design, develop, and generate standard, ad-hoc, and automated reports

Identify ways to streamline report generation and provide business leaders with resources to enable informed decision-making, including self-service tools that enable users to analyze data through various business dimensions with visibility to granular and historical data

Identify and resolve data reporting and data integrity issues in a timely fashion while looking for continuous improvement opportunities

Support BI tools and database updates through development, testing, debugging and documentation

Monitor reports and job response times; tune queries, stored procedures, and functions to optimize and improve performance

Support integrated ITIL processes with Incident, Change and Problem management

Develop plans to resolve problems and prevent them from recurring; maintains high service levels for the user community in accordance with SLAs

Ensure all changes are well communicated, coordinated, and documented

Maintain up-to-date documentation, including diagrams, on all BI/applications development, database systems, integration services, and connectivity

Be customer service oriented and maintain a professional approach regarding all district matters

Perform R&D, remain knowledgeable of emerging trends in technology, and keep abreast of innovative practices

Attain and keep current, relevant technology certifications

Perform special projects, after-hours support and upgrades, and other related duties

Follow all rules, regulations, and policies of Plano ISD and follow directives from supervisor

Follow attendance policy as assigned by supervisor

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Perform other functions that may be assigned by the Administration and/or supervisor

**Equipment Used:**

Computer, scanner, printer, copier, calculator

**Working Conditions:**

**Mental Demands:**

Reading; ability to communicate effectively (verbal and written); maintain emotional control under stress; work with frequent interruptions

**Physical Demands/Environmental Factors:**

Frequent standing, stooping, bending, kneeling, pushing and pulling; prolonged use of computer and repetitive hand motions; occasional lifting up to 50 pounds

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**Acknowledgement:**

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above-required knowledge, skills, and abilities may be an acceptable substitute for the above-specified education and experience requirements at the sole discretion of District Administration.

**Approved By:** W. Noel McBee, Compensation Coordinator **Date:** 5/11/2021

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The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_