

JOB VACANCY POSTING

POSTING #:	092-20	ISSUE DATE:	November 24, 2020
TITLE:	GOVERNMENT REPRESENTATIVE 2 (UNCLASSIFIED)	CLOSING DATE:	December 8, 2020
FUNCTION:	ADMINISTRATOR (TABLEAU SYSTEM SPECIALIST)		
LOCATION:	Department of Children and Families Office of Research, Evaluation and Reporting 50 East State Street Trenton, NJ 08625		
POSITIONS:	1		
DISTRIBUTION:	STATE WIDE	SALARY:	Commensurate with education and experience

SCOPE OF ELIGIBILITY: Subject to current promotional and hiring restrictions.

JOB DESCRIPTION: The New Jersey Department of Children and Families is (DCF) is seeking a self-motivated individual who is highly experienced in utilizing Information technology Systems such as Tableau to help foster the Department's vision and strategic plan to obtain demographics that will allow us to better serve the Children and Families of New Jersey and abroad. As the lead Administrator, this candidate will report directly to a Senior Manager in the Office of Research and will be responsible for conducting the research and analysis of the performance statistic of the DCF programs to ensure the integrity of the newly developed system is compatible with the DCF environment. Provide recommended development strategy for initiating a data system (Tableau) and ensuring that system/user policies are written in cooperation with the currently established State, Federal policies and guidelines. Will assist the DCF user needs to gather data and provide a data infrastructure to optimize performance reporting within the DCF, other State and Federal Departments, our clients and various other constituents we service.

- the creation and execution of a roadmap for the Department's integration and use of Tableau software
- establish written policies and guidelines for the developed system to provide guidelines for system usage
- development and management of Tableau users and permissions
- development and ongoing management of reports, dashboards and scorecards
- organization and management of data collection and distribution
- training and coaching staff on the use of Tableau.

The Administrator (Tableau System Specialist) will collaborate closely with Department leadership, programmatic and research staff, and service providers to understand and effectively capture user information and requirements. This position is based in Trenton, NJ.

REQUIREMENTS:

EDUCATION: Graduation from an accredited college with a Bachelor's degree. A Master's degree in a Technology-related field (e.g., Engineering, Computer Science, Information Technology) is preferred.

EXPERIENCE: Successful candidates will have at least 7 years of experience in data analysis, visualization and reporting with at least 5 years of experience using Tableau software. Proven track record of effectively engaging front end users and communicating data through reports, graphs, and dashboards. Experience coordinating complex projects and translating business needs into practical applications. Demonstrated leadership skills with the ability to communicate effectively across various levels and stakeholder groups. Ability to lead projects with tight timelines while delivering high-quality results. Has strong organizational skills, works well in teams and independently, and multi-tasks with ease. Experience training and coaching others in the use of Tableau or similar software that allows the collection of data. Detail-oriented with excellent verbal communication and documentation skills. Some knowledge of child welfare data preferred.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

IMPORTANT NOTICE

RESIDENCY - Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

Electronic Filing:

Forward a cover letter and resume electronically to:

Job.Posting@dcf.nj.gov

Include the Job Posting # in the subject line of your email.