NYC OFFICE OF THE MAYOR
Mayor’s Office of Criminal Justice

Position: Data Manager
Location: New York, New York

Organizational Profile: The Mayor’s Office of Criminal Justice (MOCJ) advises the Mayor of the City of New York on criminal justice policy. MOCJ develops and implements strategies to reduce crime and incarceration and to promote fairness and legitimacy. MOCJ works with law enforcement, city agencies, non-profits, foundations and others to implement data-driven strategies that address current crime conditions, prevent offending, and build the strong neighborhoods that ensure enduring safety. The office draws on various disciplines, such as, behavioral economics to “nudge” conduct and machine learning to develop reliable predictive analytics, to ensure effective results.

Job Description: The office is seeking a Data Manager within the newly formed Data and Technology group reporting to the Executive Director of Information Technology. This is an exciting opportunity to get in to help craft the agency’s direction while working on innovative multi-stakeholder criminal justice initiatives. The Data Manager will oversee data management policies and practices for the agencies and work directly with program and research staff in developing project data plans. The candidate is expected to work independently, possess a variety of analytic and data management skills and be actively involved in the full life cycle of data management including acquisition, processing, quality assurance/quality control, documenting and cataloging. The Data Manager’s responsibilities include, but are not limited to:

- Maintain data management policies and procedures;
- Supervise, mentor and train staff on data management practices;
- Ensure agency compliance with all relevant data security policies, requirements and statutes;
- Assist and guide program staff in the development of project data plans to meet specific program objectives;
- Conduct rigorous research, evaluate and document federal, state, local and private data sources;
- Develop and oversee quality assurance/quality control procedures;
- Develop automated procedures to improve efficiencies in acquiring, processing and storing data;
- Develop metadata and catalog all data;
- Document all procedures;
- Assisting the Executive Director in developing the overall agency data strategy.

Requirements:

The successful candidate must be highly organized, pays close attention to detail, is results driven, is flexible and is overall a problem solvers and leader. In addition, the preferred candidate should possess the following:

- Bachelor’s Degree and a minimum of 5 years of experience in Data Management.
- Knowledge of the principles, practices, and methods of data management and curation.
• Knowledge of data structures, formats, metadata and cataloging standards, and database technologies.
• Experience with geospatial data and technologies.
• Programming proficiency in R, Python or Java.
• Demonstrated expertise with SQL and ETL and parsing tools.
• Experience managing data in a large organization;
• Data visualization and presentation experience;
• Ability to balance competing priorities, complex situations and tight deadlines.
• Ability to think outside of the box and develop novel strategies to meet business objectives;
• Ability to work independently in a fast-paced environment.
• Ability work comfortably with a wide variety of people at different levels within and outside the organization.
• Well organized with excellent written and verbal communication skills.
• Ability to secure any necessary security clearances.
• Preference will be given to candidates with familiarity with criminal justice and public policy.

TO APPLY: Please send a copy of your resume, a cover letter, a writings sample no more than 3 pages, and three references to CJCResumes@cityhall.nyc.gov. For additional information, see: http://www.justice-data.nyc/ and http://www1.nyc.gov/site/criminaljustice/index.page