**Job Opening:**
**Data Scientist - Innovation**

**Department:** Infrastructure
**Division:** Innovation
**Exempt/Non-Exempt:** Non-Exempt
**Union/Management:** Local 246
**Full-Time/Part-Time/Seasonal:** Full-Time
**Workweek:** Monday- Friday, 9 am-4:30 pm
**Salary:** $60,000 to $67,000/yr. Based on qualifications and experience. Competitive Jersey City retirement and health benefits package available, including pension, dental, medical, prescription, FSA (flexible spending account), life insurance, and more.

The City of Jersey City is seeking a Data Scientist - Innovation to support the Department of Infrastructure – Division of Innovation. Under the direction of management, provides technical consultation advice to information technology staff and supervises data processing operations and staff. Reporting to the Office Director, this role will manage information technology for the Department and lead structured detailed analysis in harnessing the power of data to drive innovative policymaking.

The Office of Innovation serves to modernize internal organizational processes to achieve the highest efficiency and best service to residents of Jersey City. Divisional activities include overseeing data collection, visualization programs, and community outreach platforms.

**Job Duties:**

- Analytical skills involved in the data science field, information technology, communications, and project management.
- General knowledge of communications; social media, basic video production, photography, and graphic design, is a plus.
- Proficient with website content management systems.
- Knowledge of Adobe Creative Cloud is a plus.
- Plans and organizes the information technology program for the agency or jurisdiction.
- Employs diverse quantitative methodologies and software packages including data validation, joining diverse datasets, historical/trend analysis, cross-sectional analysis, GIS mapping, and regression analysis.
- Develops metrics and measurement systems to quantify the impact of the Innovation team's work and policy solutions.
- Evaluates existing functions to determine adaptability to an information technology system.
- Analyzes operational problems and takes corrective measures.

The City of Jersey City is an Affirmative Action/Equal Employment Opportunity Employer and complies with all applicable federal and state laws, rules and regulations relating to anti-discrimination and anti-harassment.

- Produces compelling and intuitive data visualizations to drive comprehension of complex topics and concepts across a broad range of stakeholders.
- Assists with the development and maintenance of an Open Data Portal.
- Consults with system users to define their needs.
- Plans and organizes the information technology program, analyzes operational problems, and takes corrective measures.
- Evaluate the efficiency of existing information technology systems. Reviews and approves recommendations for new and expanded functions.
- Supervises the planning, research, and evaluation of information technology programs.
- Prepares findings, conclusions, and recommendations.
- Required to learn to utilize various electronic and information systems used by the department, office, or related units.
- Prepares and interprets data related to the team and Department and other projects and programs.
- Utilizes various forms of equipment and information systems used by the Department.
- Maintains essential records, reports, and files for tracking innovation efforts and progress.
- Establishes and maintains cooperative relationships with other agencies and collaborates across City departments to achieve innovation goals.
- Coordinates project management for the execution of projects, to ensure that all projects meets deliverables, are within scope, and maintains an effective project tracker system.
- Creates long and short-term plans, including setting targets for milestones that adhere to deadlines.
- Meets with other members of the Innovation team and department to distill the results of multi qualitative, and quantitative analysis into key insights and clear action plans.
- Performs other tasks as needed to support the mission and goals of the Department.

*Please note, that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**Required Education:**

- Graduation from an accredited college or university with a Bachelor's degree in Data Science or a relevant field (computer science, statistics, economics, public policy preferred).

**Required Experience:**

- Two (2) years of professional experience in Data Science work, writing of computer programs, designing and implementing information technology systems, operating a computer and related peripheral equipment, or in related information technology processing and control work.

Note: Graduation from an accredited college or university with a Master's degree in one of the fields specified above may be substituted for one (1) year of the above experience.

**Required Licenses:**
- 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 essential duties

The City of Jersey City is an Affirmative Action/Equal Employment Opportunity Employer and complies with all applicable federal and state laws, rules and regulations relating to anti-discrimination and anti-harassment.

of the position.

**Essential Skills:**

- Analytical skills involved in the data science field, information technology, and project management.
- Knowledge of responsibilities, programs, standards, policies, and procedures relating to data, and information technology.
- Knowledge of the factors involved in the planning and implementation of information technology systems.
- Knowledge of the methods used to plan and conduct studies and evaluations.
- Knowledge of the capabilities and applications of information technology systems.
- Ability to plan and organize an information technology program.
- Experience tracking Key Performance Indicators.
- Knowledge of Microsoft Office, Outlook, Teams, Word.
- Highly proficient with big-data software such as STATA, R, GIS Software, Tableau, etc.
- Advanced-level use of MS Excel skills, including the use of macros, pivot tables, and other advanced functions.
- Experience with municipal governance is a plus. A strong sense of service to the residents of Jersey City is a plus.
- Strong ability to communicate complex concepts to diverse audiences and stakeholders.
- Organizational skills for assigned work, maintenance of records and reports.
- Developing metrics and measurement systems to quantify the impact of the Innovation Team's work and policy solutions.
- Ability to make required surveys, studies, and investigations and prepare reports.
- Interpersonal skills to make necessary contacts with the public and other government agencies.
- Planning skills to undertake the collection, analysis, and interpretation of information and data.
- Utilization or willingness to learn computer applications and information systems used by the office or related units, including mapping and analytics software such as ArcGIS.

**You must eventually pass and qualify for the applicable Civil Service title.**

**To apply for this job with the City of Jersey City, please fill out our Employment Application.**

**Please note that this role is subject to the residency requirements set forth by the NJ First Act.**