# Data StewardJob Description

## Overview:

We are seeking a meticulous and dedicated Data Steward to join our team. As a Data Steward, you will be responsible for managing and maintaining the integrity, quality, and security of our organization's data assets. You will play a critical role in ensuring that data governance policies and procedures are implemented effectively across the agency.

## Responsibilities

### Data Quality Management

* Implement and enforce data quality standards and procedures.
* Monitor data quality metrics and identify areas for improvement.
* Collaborate with data owners and stakeholders to resolve data quality issues.

### Data Governance

* Develop and maintain data governance policies and procedures.
* Define data ownership and stewardship roles and responsibilities.
* Ensure compliance with data governance policies and regulatory requirements.

### Data Security and Privacy

* Implement data security measures to protect sensitive information.
* Ensure compliance with data privacy regulations such as HIPAA, FERPA, etc.
* Monitor access controls and permissions to safeguard data integrity.

### Data Documentation and Metadata Management

* Maintain metadata repositories and data dictionaries.
* Document data lineage, definitions, and business rules.
* Facilitate metadata discovery and data cataloging efforts.

### Data Lifecycle Management

* Oversee the lifecycle of data from creation to archival or deletion.
* Develop data retention policies and procedures.
* Coordinate data archiving and purging activities as necessary.

### Data Integration and Master Data Management

* Support data integration initiatives and ensure data consistency across systems.
* Collaborate with IT teams to establish master data management processes.
* Identify opportunities for data consolidation and standardization.

### Data Training and Awareness:

* Provide training and guidance to users on data management best practices.
* Raise awareness of data governance principles and policies.
* Foster a culture of data stewardship and accountability across the organization.

## Requirements:

* Bachelor's degree in Computer Science, Information Management, or related field. Master's degree preferred.
* Proven experience in data management, data governance, or related roles.
* Strong understanding of data quality, data governance, and data security concepts.
* Familiarity with data management tools and technologies (e.g., data cataloging tools, metadata management tools, etc.).
* Excellent communication and interpersonal skills.
* Ability to collaborate effectively with cross-functional teams.
* Strong analytical and problem-solving abilities.
* Certification in data management or related areas (e.g., CDMP, DM-BOK, etc.) is a plus.