

Data Steward

Job 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.