Santa Rosa City Schools

Report Writer

BASIC FUNCTION:

The Report Writer's role is to examine and evaluate reporting requirements for various business units across the organization under the direction of the Chief Technology Officer. This individual will use proven knowledge of specialized reporting tools to develop reporting structures as required. The Report Writer is also responsible for proactively generating and compiling reports based on his or her findings, complete with recommended improvements to – or new requirements for – business processes, operational procedures, and their corresponding reporting structures.

REPRESENTATIVE DUTIES:

Chart existing processes in order to define current reporting activities for the development of existing and future reporting procedures and models.

Meet with decision makers, systems owners, and end users to define reporting requirements and goals.

In conjunction with data owners and business units, develop specifications and delivery mechanisms for reporting in concert with company goals.

Design, develop, create, and deliver the needed reports to the end-user community.

Work with application development staff to coordinate the creation and management of reporting structures.

Prepare and deliver reports, recommendations, or alternatives for improving processes in reporting systems across the organization.

Advise department and line managers regarding appropriate, effective, and efficient use of organizational reporting capabilities and functions.

Research, review, and analyze the effectiveness and efficiency of existing report procedures and develop strategies for enhancing or further leveraging these processes.

Liaise with various business groups in the organization to facilitate implementation of new or improved reporting processes.

Oversee the implementation of reporting structures in regards to technical changes and change management.

Communicate reporting changes, enhancements, and modifications – verbally or through written documentation – to management and other employees so that issues and solutions are understood.

Develop routines and procedures for end-users to facilitate best practices use of reporting tools and applications.

Coordinate and perform in-depth tests, including end-user reviews, for modified and new processes, and other post-implementation support.

Perform other duties, as assigned.

SKILLS, KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Considerable exposure to the operation and analysis of MS SQL Server relational database software and standards, as well as data retrieval methodologies; extensive practical knowledge in importing data for use in report software, spreadsheets, graphs, and flowcharts; demonstrated project management skills and project management software skills, including MS Project; excellent analytical, mathematical, and creative problem-solving skills; excellent understanding of the organization's goals and objectives; excellent listening, interpersonal, written, and oral communication skills; Logical and efficient, with keen attention to detail; highly self motivated and directed; strong customer service orientation.

ABILITY TO:

Exercise independent judgment and take action on it; effectively prioritize and execute tasks while under pressure.

EDUCATION AND EXPERIENCE:

College diploma or university degree in the field of computer science or information management systems, and/or 3 - 5 years related work experience; proven experience with report writing and technical requirements analysis, business process modeling/mapping, methodology development, and data modeling; proven experience with reporting tools, software, and other applications, including Transact-SQL, Cognos, Crystal Reports, SQL Server Reporting Services, Excel, Access, etc.; extensive experience with core software applications, including MS Office; experience working in a team-oriented, collaborative environment.

WORKING CONDITIONS:

Occasional evening and weekend work to meet deadlines; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard or mouse, and to handle other computer components; lifting and transporting of moderately heavy objects, such as computers and peripherals.

Adopted: September 26, 2007

Revised: