

**TITLE: Data Quality/Training Administrator**

**DEPARTMENT:** Codes

**REPORTS TO:** Deputy Building, Electrical, and Fire Codes Official

**Please apply online at the City of Gallatin: <https://cogselfserve.gallatin-tn.gov/esslive/EmploymentOpportunities/JobDetail.aspx?req=821&sreq=2&form=GEN&desc=DATA%20QUALITY/TRAINING%20ADMINISTRATOR%20-%20CODES%20DEPARTMENT>**

**PURPOSE OF POSITION:**

Performs duties include assembling, editing, developing and distributing data which is needed in the organization's information system. Tasks require utilizing multiple software packages and incorporating data into the data warehouse. Managing various functions of the system in use and assisting customers in utilizing the system. Does related work as required under the supervision of the Deputy Building Official.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

1. Consult with the Building Official, Legal department, State entities & ICC regarding data requirements and offer feedback.
2. Create and execute new standards and procedures for permitting.
3. Provide permit-related data information to management, department staff, other departments, and outside entities according to their needs.
4. Maintain a regular monitoring process to assure accuracy of software operation, data records and department procedures.
5. Oversee and manage the Citizen's Self-Serve site.
6. Prepare reports for the Building Official, other departments and outside entities.
7. Responsible for training of new employees in the use of Permits and Inspections software.
8. Responsible for providing training for Codes employees on software updates and additions.
9. Create forms and documents to ensure the lawful code compliance of department processes.
10. Oversee and assist permitting and building plan entry into system.
11. Checks permit accuracy prior to issue.
12. Performs related tasks as required.

**MINIMUM QUALIFICATIONS:**

- Any combination of education and experience equivalent to a Bachelor's degree and extensive experience in permitting software.
- Must have a valid driver's license.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Thorough knowledge of standard office practices and procedures.
- Excellent verbal and written communication skills.
- General knowledge of the function of the department and other effected departments.
- Excellent computer skills and problem solving abilities.
- Should have a good analytic approach.
- Must be able to perform and organize work independently.
- Ability to prepare effective correspondence on routine matters.
- Ability to maintain effective working relationships with other employees, the public, and other agencies.
- Thorough knowledge of Microsoft system.
- Customer service skills.

**PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects, work requires climbing, stooping, reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions. Occasionally field observation may be required.

**WORK ENVIRONMENT:**

Works in an office setting, in generally comfortable conditions.

*The City of Gallatin is a drug-free equal opportunity employer, with policies of non-discrimination on the basis of race, sex, religion, color, national or ethnic origin, age, disability, military service, or political affiliation.*

*In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*