

**American Association of Pharmaceutical Scientists
Job Description**

Job Title: Data Analytics Manager
Department: Technology
Reports To: Director of Technology
FLSA Status: Exempt

Position Summary

The **American Association of Pharmaceutical Scientists (AAPS)** in Arlington, VA, a professional scientific society, seeks a Data Analytics Manager. The Data Analytics Manager is responsible for the maintenance of the data within the data management tools. This includes creating and training on data input, processing and regular data review. The Data Analytics Manager is also responsible for creating and presenting data analytics to identify valuable information for AAPS. The Data Analytics Manager's work is performed under moderate to general direction and is supervised by the IT Director.

Essential Duties and Responsibilities

- Build data analytics and reporting solutions that will deliver trusted reporting enabling data-driven decisions;
- Develop and utilize deep understanding of and warehouse platform architecture, data repositories and data integration functionality to oversee operational activities and data strategy;
- Provide guidance to organization-wide analytics operations to ensure adherence to data quality standards;
- Implement tools and strategies to translate raw data into valuable business insights;
- Analyze data source systems to determine data availability and quality, import/export from databases;
- Manage the development and release of data, reporting and analytics changes to production;
- Continuously identify and implement data, reporting and analytics process improvements;
- Work with leadership and key staff to defining the data, reporting and analytics roadmap and long-term strategy;
- Develop, modify, maintain and support custom reports (MS SQL, SSRS, Crystal) for both ad-hoc and ongoing needs;
- Maintain AAPS's membership database (iMIS 20) and ensure that it performs at optimum levels with data integrity, and that it successfully integrates with external applications and AAPS's website;
- Create and maintain technical and user documentation for system use, systems, services and business processes including databases and reporting procedures;
- Manage vendor relations with third party vendors, ensuring data standards are being met;
- Review and authorize system changes that impact data maintenance, analysis, reports or storage;
- Initiate data improvement and data automation strategies;
- Implement and enforce data quality efforts including but not limited to: purging, merging, and updating records that do not meet data standards; and
- Create and maintain SQL queries and stored procedures, ad-hoc backups, setting up development sites for testing, database diagramming and field definitions.

Supervision Exercised

As assigned by the Director of Technology.

Authority

As assigned by Director of Technology.

Qualifications

- Exceptional organization and time management skills.
- Minimum two years of practical SQL experience including complex selection queries, SSRS, and general table/field management.

- Experience translating analysis results into business recommendations.
- Must be detail oriented.
- Ability to effectively communicate with staff at all levels throughout the organization.
- Proficient at using Crystal Reports and similar writing applications.
- Proven ability to work in team oriented, collaborative environment.
- Proven customer service and analytical skills.

Education and/or Experience

- Bachelor's degree in data analytics or related field.
- Over two years of experience in data analytics, data management or related field.
- Over one or more years of experience designing and presenting reporting analytics and information.
- A minimum of one year Experience with iMIS and Rise version 20.x.
- Experience in .net and aspx.
- Knowledge of the following iMIS add-ons: iMerge, Workbook Importer, Process Automation, and Marketing.

Physical Demands

Majority of work is performed on a personal computer sitting at a desk for long periods of time throughout the day. May be expected to lift boxes up to 15 pounds. Evening and weekend work required, particularly during peak times. Ability to remain professional in stressful and crisis situations is critical.

Work Environment

Work is performed in a fast-paced, high volume, detail oriented environment. The work environment is a moderately open one, with a combination of cubicles and offices. The noise level will vary from quiet to loud.