

**Office of Mayor Eric Garcetti**  
**City of Los Angeles**  
**Open Data Coordinator (Part-Time)**

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Office of Mayor Eric Garcetti is seeking a Student Professional Worker to work part-time as the Open Data Coordinator and serve as a lead on various aspects of the Los Angeles City Open Data Program.

About the team

**The Mayor's Data Team**, led by the Chief Data Officer and housed within the Mayor's Office of Budget and Innovation, implements Mayor Garcetti's data strategy for the City of Los Angeles. We work with city departments, the civic tech community, sister cities, private partners, and academics to develop insights and digital tools that make the City more livable and equitable for all Angelenos.

General Position Description

The Open Data Coordinator will be responsible for working with city departments in identifying and releasing datasets for public consumption, integrating various data streams into a centralized system, performing quality checks on data, and soliciting feedback from the public. This is an exciting position for someone eager to harness the power of open data to improve transparency, citizen engagement, and government performance.

Specific Activities

- Oversees the management of the City's open data portal that will serve as the central directory for city data
- Acts as a project manager for all departmental contributions to the open data portal
- Acts as liaison to the software vendors to address feedback and needs
- Assists city departments in integrating data from their department on the city's open data portal
- Serves as the technical lead for database exports, manipulation, and procedures used to create and update data incorporated into the open data portal on websites
- Trains staff on the open data portal
- Addresses feedback from the public on published datasets
- Reviews data for quality
- Analyzes data and reports findings

Qualifications

Personal Skills

- Excellent oral and written communication skills
- Investigative ability and intellectual curiosity
- Ability to learn and embrace new technologies

- Ability to work independently or part of team
- Comfort with risk and frequent change
- Well-versed in the principles of open data and performance management
- Solid understanding of government processes and practices, including but not limited to legislative process, contracting and procurement, and budget

#### Technical/Knowledge Skills

- Experience in data manipulation and analysis using relational databases
- Knowledge and experience working with various technologies including, but not limited to the following is a plus:
  - SQL Server, and ETL
  - Web Development in HTML/CSS, Javascript, Python, Ruby
  - Open Data Portals: Socrata, CKAN, etc.
  - Knowledge of ESRI suite of GIS solutions including ArcGIS Desktop suite of software and ArcGIS Online
- Ability to work with city staff in integrating databases and technologies
- Proficient in administering and maintaining relational databases
- Strong quantitative analysis skills

#### Education

- Possession of a Bachelor's Degree in computer science, information technology, government or related field

#### Qualified Applicants

If you are interested in applying for this position, please send a cover letter and resume to Chelsea Ursaner at [chelsea.ursaner@lacity.org](mailto:chelsea.ursaner@lacity.org).