

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

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.

He/She would work with staff to:

- Assist in the maintenance of the open data portal and oversee all content within the portal
- Support departmental staff contributions to the open data portal
- Work with City Departments to integrate existing data sources from their department into the open data portal which currently includes Socrata, ArcGIS for Open Data, and GitHub
- Provide technical support on database exports, manipulation, and procedures used to create and update data incorporated into the open data portal
- Create and interpret policy regarding open data

Additionally, He/She would support ongoing efforts to develop a catalog of datasets that can be made public, monitoring and responding to comments on public datasets, monitoring and tracking the rollout of public datasets on the open data portal, and ensuring that appropriate processes are in place to exclude private, confidential or proprietary data

Minimum Qualifications:

- Experience with relational database technologies, data extraction, reporting and analysis tools
- Experience programming custom web pages
- Demonstrated knowledge of database design and data techniques

Desired Qualifications:

- Knowledge and experience working with various technologies including, but not limited to:
 - SQL Server, SSIS, and ETL
 - MS Windows
 - Microsoft Office Suite
 - Web Development in: HTML/ CSS, JavaScript
- Knowledge and experience working with Open Data Portals (Socrata, CKAN, etc...), Safe FME, and ESRI suite of GIS solutions are a strong plus

Strong interpersonal skills and the ability to work independently in solving problems is strongly emphasized.

Rate:

\$15.41-\$18.14/hr

Send resumes and letters of interest to:

Lilian Coral
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