



WAGNER EQUIPMENT CO.

Job Description

JOB TITLE: BI Developer/Administrator
DEPARTMENT: IT Development
REPORTS TO: Business Intelligence Manager

Job Code: 339

Full Time **Supervisory** **Exempt**
Part Time **Non-Supervisory** **Non-exempt**

POSITION SUMMARY

The Business Intelligence (BI) Developer/Administrator position continually enhances and develops the initiatives and offerings of the IT Development department through the Business Intelligence department. The BI Developer/Administrator supports the Company’s enterprise wide reporting efforts through the administration, development, and maintenance of BI applications, complex queries and other applications as required. Additionally, this position will serve as a mentor to other BI developers and act as a liaison to training efforts.

Direct Reports: None

ESSENTIAL FUNCTIONS AND BASIC DUTIES

Administrative

- Maintains and enhances OLAP cubes and underlying relational definition tables once created by updating changes in reporting structure, hierarchies, or adding additional dimensions as requested
- Administers BI tool suite: including user security, audit logging, framework/catalogs, automation of cube builds and data loads, query and server optimization, project management, training and support
- Documents processes, report and query specifications, and other pertinent data to recreate or maintain applications
- Works directly with other Caterpillar dealers and consultants to leverage BI applications and adapt best practices in BI development and use
- Manages joins, relationships, field attributes, aggregations, and underlying report content integrity

Organizational

- Provides BI development, deployment, maintenance, and support as requested by various stakeholders. BI development includes, but not limited to, ad-hoc queries, cubes, reports, dashboards, metrics, scorecards, report bursting, and event notifications.
- Interfaces with other departments to ensure all reporting needs are being met
- Collaborates with the DBA to ensure data is being updated and backed up
- Applies knowledge of tables, views, stored procedures, and triggers
- Integrates multiple disparate data sources into a single source for reporting and analysis
- Utilizes ETL tools to schedule and automate data transfer/replication into data marts
- Supports the department in a variety of ways including but not limited to, data mining, developing complex queries, researching/recommending software tools to meet specific needs, and assisting in data cleansing or program conversion efforts.

Interpersonal

- Effectively discusses, translates, and describes highly technical subjects to a non-technical audience
- Gathers and analyzes business requirements and then executes and delivers a solid end product
- Trains the organization on how to use business intelligence products
- Actively contributes to a highly collaborative BI workgroup via peer code review and idea sharing

Sales: NA

Technical

- Ability to learn new technologies and quickly adapt
- Ability to interpret and write SQL, XML, and MDX code
- Applies best practices in BI data presentation and report design
- Supports Installation, configuration, and maintenance of the BI environment

Supervisory: NA

ESSENTIAL JOB REQUIREMENTS

Required Education: Bachelor’s degree in IT or MIS, or equivalent experience, with Master’s degree in BI, IT or MIS, preferred

Required Experience: Minimum of three years experience with five or more years preferred

Experience Defined: Basic (1-3 yrs) Intermediate (3-5 yrs) Advanced (5+ yrs)

Technical - Advanced
Administrative / Clerical Experience - Intermediate
Customer Service Experience - Intermediate
Supervisory/Mgmt Experience - Basic

Certificates, Licenses and Registrations Required: None

Required Skills and Competencies

Product Knowledge	Organizational Skills
Communication Skills	Attention to Detail
Interpersonal Skills	Problem Solving
Analytical Skills	Responsiveness
Professionalism	Multi tasking
Telephone Skills	Teamwork

Preferred Computer Skills

IBM Cognos Business Intelligence (v8 / 10) - Advanced
Microsoft Office Suite - Intermediate
SQL - Intermediate
Knowledge of current technological advancements - Basic

ADDITIONAL INFORMATION

Working Conditions

Noise Environment	Quiet Indoors <input checked="" type="checkbox"/>	Moderate Outdoors <input type="checkbox"/>	Loud Both <input type="checkbox"/>
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Physical Requirements (Checked requirements indicate more than 1/3 of the time spent on the job)

Standing	<input type="checkbox"/>	Sitting	<input checked="" type="checkbox"/>
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Walking Use of Hands
Talking Hearing
Weight / Lifting None 1-25 lbs 26-50 lbs More than 50 lbs

Travel Requirements:

None 1-25% 25-50% 50-75% 75-100%

Limitations and Disclaimer

This job description is intended to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. Wagner Equipment Co. will reasonably accommodate individuals with disabilities.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently.