

DATA VISUALIZATION SPECIALIST (BOCES)

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this position has responsibility for designing, creating and preparing the production of data projects, including but not limited to reports, visualizations, dashboards, presentations, infographics, etc. by using a combination of design skills and programs. Incumbents must possess artistic as well as technical skills in the design, layout and design of work. Work is performed under the general supervision of management with leeway allowed for the exercise of independent judgment in planning and implementing work duties. Does related work as required.

TYPICAL WORK ACTIVITIES:

Conceptualizes, creates, designs and produces data visualization projects;

Combines art and technology to communicate ideas through images and layout of online and printed materials;

Designs layout of data reports projects per provided specifications;

Creates branding material and engaging visual products for a variety of uses, such as presentations, dashboards, etc.;

Has responsibility for completion of projects within established deadlines;

Meets with stakeholders and internal teams to determine the scope of the project and advises on strategies to meet their needs;

Presents the design to stakeholders and internal teams and makes necessary changes;

Checks preliminary and final proofs for errors and makes necessary corrections;

Coordinates with other teams to ensure proper completion of projects;

Maintains an archive of digital files, images, etc.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of design tools, techniques and terminology associated with the field of data visualization design;

Good knowledge of the uses and purposes of graphic and desktop software programs;

Good knowledge of the data visualization tools and applications;

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Good knowledge of the principles of online and print layout and design;

Good knowledge of the basic concepts used in online and printing related to the areas of images, layout and design;

Ability to translate ideas into finished data visualization projects;

Ability to plan, design, layout, and prepare graphic and illustrative materials;

Ability to estimate costs for data visualization projects;

Ability to work creatively as well as technically;

Ability to use a variety of computer applications;

Ability to establish and maintain effective working relationships with others;

Ability to communicate effectively both orally and in writing;

Ability to plan and prioritize projects;

Ability to perform close, detail work involving considerable visual effort and strain;

Ability to follow complex oral and written instructions;

Ability to interact successfully with individuals outside of the organization;

Creativity;

Neatness;

Accuracy;

Good judgment;

Good organizational skills.

MINIMUM QUALIFICATIONS:

A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree or higher in marketing, advertising, fine arts, graphic design, visual communications, information design, or closely related field and one year of experience in the development and preparation of online graphic materials, presentations, and/or data reports; OR

B) Graduation from a regionally accredited or New York State registered college with an Associate's degree in marketing, advertising, fine arts, graphic design, visual communications, information design, or closely related field and three years of

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experience in the development and preparation of online graphic materials, presentations, and/or data reports, of which one year included utilizing graphic design software; OR

C) Five years of experience in the development and preparation of online graphic materials, presentations, and/or data reports, of which two years included utilizing graphic design software;
OR

D) An equivalent combination of training and experience as defined by the limits of A), B), and C) above.

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4/8/21

Competitive