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Position: Power BI Developer
Department: Information Technology
FLSA Status: Exempt

Date: November 17, 2023
Reports to: CIO
Pay grade: 19

JOB SUMMARY

As a Power BI Developer at WAEPA, you will be primarily responsible for developing and maintaining advanced Power BI dashboards to support our data analytics initiatives. This role will involve transforming complex datasets into understandable and insightful visualizations, assisting in decision-making processes across various departments.

MEASURES OF SUCCESS

1. **Quality and Usability of Dashboards and Reports:** The effectiveness of the visualizations, dashboards, and reports created in Power BI, assessed by their accuracy, clarity, and how well they meet the needs of end-users and stakeholders.
2. **Data Integrity and Accuracy:** Ensuring that the data used in reports and analytics is accurate and reliable. This involves proper data modeling, data cleansing, and validation processes.
3. **User Adoption and Feedback:** The extent to which end-users are effectively utilizing the dashboards and reports. Positive feedback from users, high adoption rates, and demonstrated impact on decision-making processes are indicators of success.

COMPETENCIES

Communication	Employee expresses thoughts and ideas in a clear and effective manner. Employee communicates directly and provides meaningful information to others to generate support.
Continuous Improvement	Employee seeks opportunities to improve current processes, systems, and methods to promote reliability, quality, and efficiency of output.
Customer Service	Employee delivers exceptional customer service.
Delivering Results	Employee commits to achieving objectives, holds oneself accountable, and follows through.
Learning Agility	Employee learns quickly and applies newly learned information and skills to innovate, adapt, and uses feedback to improve.
Makes Sound Decisions	Employee makes sound decisions in a timely and confident manner.
Relationship Management	Employee builds and maintains meaningful and positive connections with others inside or outside of the organization.
Resilience	Employee responds to challenges with composure, optimism, and hardiness; employee perseveres and exhibits healthy stress management strategies.
Teamwork and collaboration	Employee cooperates with others through mutual trust and accountability to accomplish shared objectives.
Work Organization	Employee approaches work in an orderly manner; prioritizing tasks and managing time effectively.

RESPONSIBILITIES/ESSENTIAL JOB FUNCTIONS

A Power BI Developer is responsible for creating and maintaining Power BI dashboards and reports to provide insightful, actionable data. They work closely with stakeholders to convert business needs into technical solutions, ensuring the optimization and maintenance of existing Power BI assets. Additionally, they collaborate with IT teams for seamless integration of Power BI solutions, maintain data accuracy and integrity, conduct user training, and keep up-to-date with the latest developments in Power BI and data visualization technologies.

- Design, develop, and maintain Power BI dashboards and reports that provide actionable insights.
- Managing the Data Pipelines maintained in Azure to ensure the data set is properly ingested into the data warehouse
- Maintaining the data dictionary to describe the contents, format and structure, and relationships between elements
- PowerBI User Account Management and Dashboard access
- In-depth knowledge of Power BI features, including but not limited to; DAX, PowerQuery, Model Management and Structures, Power BI Service and Administration, Dynamic Security, Automated Data Cleansing
- Work closely with stakeholders to understand their needs and translate business requirements into technical solutions.
- Optimize and maintain existing Power BI reports and datasets.
- Collaborate with IT teams to integrate Power BI solutions into the existing infrastructure.
- Contribute to data engineering tasks throughout the ETL process (Data extraction, transformation, and loading)
- Design and implement data pipelines to support analytics and reporting needs.
- Ensure data accuracy and integrity in the reporting solutions.
- Conduct training sessions for end-users on Power BI usage and best practices.
- Stay updated with the latest trends and advancements in Power BI and data visualization tools.

EDUCATION AND EXPERIENCE

- Bachelor's degree in Computer Science, Information Technology, Data Analytics, or related field
- Microsoft Power BI Certification preferred
- Proven experience in Power BI development and dashboard creation and data visualization
- Strong understanding of data modeling, SQL, and database management
- Experience in Data Engineering or SQL Database Management
- Experience in low-code/no-code development using Microsoft PowerApps
- Familiarity with cloud platforms such as Microsoft Azure
- Over five years of experience working with the Microsoft Business Intelligence Stack (Power BI, SSAS, SSRS, and SSIS)
- Understanding of JavaScript, CSS, SQL, and other JavaScript libraries
- Understanding data modeling, data schemas (normalized, flat, star, snowflake, etc.)
- Understanding database operations and optimization for MySQL

REQUIRED SKILLS

- Excellent analytical and problem-solving skills
- Good communication skills to interact with both technical and non-technical stakeholders
- Technical Skills Include:
 - BI Tools
 - Data modeling
 - SQL Database Management
 - Basic programming

This position description should not be construed to imply that the requirements are the sole standards for the position. Incumbents are expected to perform all other duties as required.

Please sign below to acknowledge receipt of position description and responsibility for reviewing this document.

Employee's Signature: _____ Date: _____

Manager's Signature: _____ Date: _____