

Database Systems Manager

DEPARTMENT: Research	REPORTS TO: Director of Research	
FLSA: Exempt	DIRECT REPORTS: 2	TOTAL SUPERVISED: 6

JOB SUMMARY:

The Database Systems Manager is responsible for the corporate informational needs of Kidder Mathews. This role manages the staff's work flow, leads technology and data projects across multiple stakeholders and departments, ensures data integrity and accessibility of our internal and BI systems, oversees subscription research resources (Costar, Apto, TLO, Datatree, etc.) and trains brokers and users.

ESSENTIAL FUNCTIONS:

- Supervise and lead database team of 5 people, including recruitment, supervision, scheduling, training, development, motivation, evaluation, and disciplinary actions of employees
- Provide coaching, direction and leadership to employees
- Manage strategic data and technology database projects, including the development of internal user interface systems ensuring accurate data and on time deliverables, (i.e. The Desktop)
- Partner with key stakeholders to define reports, enhancements and system efficiencies across relevant business lines, insuring stream line accurate information between departments
- Ensure users are sufficiently trained using KM Desktop, Catylist and other data resources
- Develop process improvements for internal systems (e.g. searching and reporting)
- Ensure data quality is maintained of KM Desktop, property records, listings, and comps in database
- Stay current with commercial real estate technology

OTHER FUNCTIONS:

- Perform other duties or projects as requested

SUPERVISORY RESPONSIBILITIES:

Has 2 direct reports, Research Coordinator and Corporate Data Manager, who has 4 direct reports (Database Coordinators).

ESSENTIAL QUALIFICATION:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the competencies (minimum knowledge, skill, and ability) required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions).

Database Systems Manager continued

EDUCATION/CERTIFICATION:

Bachelor's degree in Computer Science, Economics, Finance or other quantitative field.

REQUIRED KNOWLEDGE:

- Strong working knowledge of MS Excel, SQL databases, BI tools (ex- Tableau), GIS, etc.
- Working knowledge of real estate, including research tools (ex- Google Maps, CoStar, Datatree, internal data, etc.)

EXPERIENCE REQUIRED:

- 3+ years direct experience in systems operations, analytics, or corporate data management preferably in the commercial real estate industry
- 1+ years' experience managing multiple employees, preferably regionally or multi-site

SKILL AND ABILITY:

- Demonstrated ability to multi-task and utilize resources to execute tasks within a deadline oriented environment
- Demonstrated ability to be accurate, attentive, detail oriented, with strong analytical skills
- Demonstrated ability to quickly learn new proprietary software and systems
- Must maintain professional image and demeanor
- Ability to travel as needed (may be up to 75%)
- Ability to handle multiple projects and tasks concurrently
- Professional and customer-service oriented with the ability to interface with employees, management and clients
- Able to function in a team environment with demonstrated ability in problem solving
- Professional telephone etiquette with excellent oral and written communication skills
- Demonstrated high level of initiative and strong trouble shooting skills

Kidder Mathews offers a challenging, exciting, and professional work environment in a high profile industry. Competitive salaries and comprehensive benefits. Qualified applicants should submit cover letter and resume to jschomer@kiddermathews.com.