



# Senior Manager, District Information Governance

<b>Job Code</b>	20000784	<b>Job Family</b>	Senior Manager	<b>Leader</b>	
<b>Department</b>	District Information Governance	<b>Reports to</b>	General Counsel	<b>Union Status</b>	Non-Represented
<b>FLSA Status</b>	Exempt	<b>Pay Grade</b>	2061		
<b>Last Updated</b>	6/28/2023				

### Accountability for Workplace Culture

Our PUD values are at the center of our culture. Putting the safety, health, and well-being of our communities and those we work with is valued above all else and everyone on Team PUD must meet this commitment daily. Nothing we do in achieving our Mission is worth a single injury, and all who interact with us must feel they are valued and welcomed as individuals.

Everyone on Team PUD, in all positions, is accountable for achieving this safe and welcoming culture by:

1. Taking full ownership for the safety of themselves and their coworkers, while ensuring everyone feels valued and welcomed.
2. Taking action to identify and eliminate their own and others' at-risk behaviors, including the behaviors that may undermine another's feelings of being welcomed and valued.
3. Following all safety rules and regulations and ensuring the PUD's expectations for conduct and respect are maintained.
4. Openly sharing near-misses, safety learning opportunities, and ways we can learn to be a more welcoming place while encouraging others to do the same.
5. Utilizing Stop Work Authority to intervene with anyone, anytime, in any place.
6. Intervening or seeking guidance to stop actions that are harmful to the wellbeing, health, or sense of belonging of others, and which are detrimental to our PUD values.

## Job Summary

Information and data are critical assets of the District. In order to effectively create, use and store such information, the District Information Governance (DIG) Office or department was created to develop, implement and continuously improve programs across the entire District, that include, but are not limited to, data governance, enterprise content management, privacy compliance initiatives, governance for the use of other technology platforms, and to provide training and consulting resources across the District in these areas. The DIG office can provide consulting to all departments in the area of business process streamlining and improvement. In addition, close coordination with the District's data analytics and cyber security groups are critical to effective data and information management, and the District is legally required to maintain a public records management and a public disclosure program. The Senior Manager of DIG provides strategic leadership in the management and planning of all of these functions. This position works closely with all areas of the organization to assess content and information management requirements, legal compliance, and the people, processes and technology to capture, effectively manage and store data and information.

## Accountabilities

### **Accountability #1**

Provide strategic direction for and management of the information and data management programs, including but not limited to data governance, enterprise content management, public records management, privacy compliance, and information security. Advise the CEO/General Manager, General Counsel, commission and staff and recommends plans, policies and programs that serve information management goals and ensure the integrity and security of the District's information and data, and similar responsibilities. Includes close coordination and partnership with the Information Technology department on strategies for and selection of technologies that support the information management programs, and similar responsibilities.

### **Accountability #2**

Develop and maintain working knowledge of best practices and technologies associated with information management, and ensure that existing and new systems, business processes and technologies are reviewed to ensure the District's objectives and standards for quality, cost, security, governance and performance are incorporated in such systems, processes and technologies and that such standards are consistently met, and similar responsibilities.

### **Accountability #3**

Develop and maintain working knowledge of best practices and technologies associated with information management, and ensure that existing and new systems, business processes and technologies are reviewed to ensure the District's objectives and standards for quality, cost, security, governance and performance are incorporated in such systems, processes and technologies and that such standards are

consistently met, and similar responsibilities.

**Accountability #4**

Manage the functions necessary to comply with the Public Records Act, including public disclosure, and the District's obligations for managing data breach reporting, records management, retention and destruction, and similar responsibilities.

**Accountability #5**

Create a culture of caring, mutual respect and trust that empowers current and future employees to do their best work for the benefit of our team members, customers, partners and stakeholders by providing employees opportunities to develop, supporting employees through change, hiring the right person for the right job, recognizing employee performance and achievements, being open to receiving, feedback from our employees and working daily to ensure a more equitable and inclusive environment, and similar responsibilities.

**Accountability #6**

Develop appropriate directives, policies, business processes and other recommendations that support the District's information management goals and standards, and similar responsibilities.

**Accountability #7**

Establish and maintain cross functional advisory council(s) to provide strategic input, resources, and direction for the DIG Office, and similar responsibilities.

**Accountability #8**

Develop, recommend, and effectively manage budget/s, identifying, evaluating, and recommending resourcing options that reflect appropriate prioritization and tradeoffs between cost and quality results, determining and realizing opportunities for improved efficiency and effectiveness, and similar responsibilities.

**Accountability #9**

**Accountability #10**

## Minimum Qualifications Note

The minimum qualifications listed below are representative of the knowledge, skills, and abilities needed to perform this job successfully, as described in the Accountabilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential Accountabilities (duties and responsibilities) of this position. If you need assistance and/or a reasonable accommodation due to a disability during the application or recruiting process, please contact Human Resources at [HRRecruiting@snopud.com](mailto:HRRecruiting@snopud.com), or by phone at 425-783-8655.

## Qualifications – Education and Experience

### **Minimum Required Education and Experience:**

Bachelor's Degree in Information Systems, Information Technology, Records Management or Information Sciences, Business, or a related field, AND

Four (4) years of progressively more responsible related experience in Information Management, Data Management, Analytics, Records and Information Management, or Information Technology;

OR

Eight (8) years of progressively more responsible related experience in Information Management, Data Management, Analytics, Records and Information Management, or Information Technology.

### **Preferred Education and Experience:**

## Qualifications – License(s) and/or Certification(s)

### **Minimum Required License(s) and/or Certification(s):**

### **Preferred License(s) and/or Certification(s):**

Certified Information Professional  
Project Management certificate

## Qualifications – Skills and Abilities

### **Minimum Required Skills and Abilities:**

Effectively supervise, coach, mentor and manage staff, and plan, organize and supervise their work.

Leverage and manage cross-functional resources and carry out cross functional initiatives.

Manage and administer complex functions, programs and projects.

Develop solutions to business needs and technologies to manage content, records and information in collaboration with end users.

Communicate effectively orally and in writing with all levels of the organization, and with outside agencies and customers.

Develop strategic plans for capturing and implementing best practices in the evolving field of information management and governance.

Analyze business and technical issues and provide recommendations.

Establish effective working relationships with other departments, executives, line managers, and project leads.

Exercise independent and discretionary judgment.

Manage confidential information.

Provide good customer service to internal and external customers.

### **Preferred Skills and Abilities:**

Promote efficient operations and technological systems

Proactively and constructively deal with conflict.

## Competencies

The following competencies describe the cluster of behaviors associated with job success in the job group identified as “Leader” at the Senior Manager level.

- Adaptability
- Building Customer Relationships
- Building Talent
- Business Acumen
- Coaching
- Communication
- Continuous Learning
- Courage
- Creating a Culture of Trust
- Creating an Inclusive Environment

Cultivating Networks and Partnerships  
 Customer Focus  
 Delegation and Empowerment  
 Driving for Results  
 Driving Innovation  
 Emotional Intelligence Essentials  
 Facilitating Change  
 Financial Acumen  
 Guiding Team Success  
 Initiating Action  
 Inspiring Others  
 Leveraging Feedback  
 Planning and Organizing  
 Positive Approach  
 Professional Knowledge and Aptitude  
 Strategic Planning  
 Stress Tolerance

## Physical Demands

### Physical Demands List

### Frequency

Sit	Constant (67-100%)
Walk	Occasional (11-33%)
Stand	Occasional (11-33%)
Drive	Seldom (1-10%)
Work on ladders	Never
Climb poles or trees	Never
Work at excessive heights (note heights in open text box below)	Never
Twist	Never
Bend/Stoop	Seldom (1-10%)
Squat/Kneel	Never
Crawl	Never
Reach	Never
Work above shoulders (note specific activity in open text box below)	Never
Use Keyboard /mouse	Constant (67-100%)
Use wrist (flexion/extension)	Seldom (1-10%)
Grasp (forceful)	Seldom (1-10%)
Fine finger manipulation	Constant (67-100%)
Operate foot controls	Seldom (1-10%)
Lift (note weight in open text box below)	Never

Carry (note weight in open text box below)	Never
Push/Pull (note specifics in open text box below)	Never
Work rapidly for long periods	Never
Use close vision	Occasional (11-33%)
Use distance vision	Seldom (1-10%)
Use color vision	Occasional (11-33%)
Use peripheral depth perception	Seldom (1-10%)
Speak	Frequent (34-66%)
Hear	Frequent (34-66%)

**Additional Physical Demands not listed above and associated frequency below.**

Typing

**Mental Demands**

**Communication**

**Frequency**

Understand and carry out simple oral instructions	Seldom (1-10%)
Understand and carry out complicated oral instructions	Occasional (11-33%)
Train other workers	Frequent (34-66%)
Work alone	Frequent (34-66%)
Work as a member of a team	Constant (67-100%)
Follow standards for work interactions	Seldom (1-10%)
Write communications for clarity and understanding	Constant (67-100%)
Speak with clarity with others	Constant (67-100%)

**Comprehension**

**Frequency**

Read and carry out simple instructions	Seldom (1-10%)
Read and carry out complicated instructions	Frequent (34-66%)
Retain relevant job information	Constant (67-100%)

**Reasoning**

**Frequency**

Read and interpret data	Frequent (34-66%)
Count and make simple arithmetic additions and subtractions	Seldom (1-10%)
Use intermediate and/or advanced math	Seldom (1-10%)

**Organization**

**Frequency**

Plan own work activities	Constant (67-100%)
Plan work activities of others	Frequent (34-66%)
Direct work activities of others	Frequent (34-66%)

**Resilience**

**Frequency**

Work under pressure	Frequent (34-66%)
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Work for long periods of time

Occasional (11-33%)

Work on several tasks at the same time

Constant (67-100%)

**Additional Mental Demands not listed above and associated frequency below.**

### Work Environment

<b>Environmental Conditions List</b>	<b>Frequency</b>
Exposure to weather	Never
Wet and/or humidity	Never
Atmospheric conditions	Seldom (1-10%)
Confined/restricted working environment	Never
Vibratory Tasks – High	Never
Vibratory Tasks – Low	Never

**Additional Environmental Conditions in this job not listed above and the associated frequency below.**

<b>Risk Conditions List</b>	<b>Frequency</b>
Exposure to Heights	Never
Exposure to Electricity	Never
Exposure to Toxic or Caustic Chemicals	Never
Working with Explosives	Never
Exposure to Radiant Energy	Never
Extreme Cold	Never
Extreme Hot	Never
Proximity to Moving Mechanical Parts	Never
Noise Intensity	Never
Exposure to animals	Never
Working with angry customers	Occasional (11-33%)

**Additional Risk Conditions present in this job not listed above and the associated frequency below.**



## On-Call Status and Frequency

### On-Call is required.

- Yes
- No

### On-call activities and frequency.

Occasionally DIG Sr. Manager may need to be involved in IT-related projects that take place outside of normal business hours. Occasionally - 1x quarter or 4-6 times a year

## Work Location

### The primary assignment for this position is:

- Remote
- Office Hybrid
- On-Site
- Field/Job Site

While this description has provided an accurate overview of responsibilities, it does not restrict management's right to assign or reassign duties and responsibilities to this job at any time. This position description is designed to outline primary duties, qualifications, and job scope, but not limit our employees or the organization to complete the work identified. In order to serve our customers best, each employee will offer their services wherever and whenever necessary to ensure the success of the District in serving our customers, to further the safety, health, and inclusivity of employees and the public, and achieve expectations of the District overall, while also remaining flexible in recognition of the employee's wellbeing.