



## JOB DESCRIPTION

DESCRIPTOR	RESPONSE	DESCRIPTOR	RESPONSE
POSITION TITLE	IT/Data Management Specialist	POSITION CODE	34
CLASSIFICATION LEVEL		EEO – 6 CATEGORY	15-1141
PAY GRADE LEVEL	S 2	PROVISIONAL PERIOD	6-Months
FLSA STATUS	Exempt	ASSIGNMENT CATEGORY	Full-Time
DIVISION/DEPARTMENT	Child Development & Family Services	LOCATION	Corporate Office

### **SUMMARY:**

This position provides technical support for the Division by processing client, family, & volunteer program information. Manages a database in which the Division is able to oversee program data to meet program requirements. Information utilized will be Head Start/Early Head Start Performance Standards, VPR-K Standards and other information pertaining to program outcomes.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Include the following:

- Compile and verify records of clients using the PROMIS, Galileo and other data systems.
- Processes client, family, and volunteer program data for Head Start/Early Head Start program and other programs, such as VPK.
- Creates formats and produces required reports, customizes reports, implements changes in report writing requirements, and combines client information and data for evaluations and assessment of outcomes.
- Enters, updates, and maintains computer database, Galileo and PROMIS.
- May create reports for management to respond to inquiries from parents, organizations, or program needs.
- Runs routine reports; prepares batch controls; and transfers files as needed.
- Provides technical support to staff on operation of software; will provide TTA as needed for staff.
- Updates database by installing changes in software.
- Verifies data and requests back-up as needed.
- Interfaces with personnel to verify data as needed, compile reports, and follow-up to ensure accuracy.
- Performs related duties as assigned.



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### **SUPERVISORY RESPONSIBILITIES:**

None

### **QUALIFICATION REQUIREMENTS:**

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

Ability to communicate effectively, orally & in writing; read, analyze, and interpret general technical procedures; write reports and business correspondence; and effectively present information and respond to questions from groups of managers, clients and the general public.

Ability to calculate figures and amounts such as interest, commissions, proportions and percentages. Ability to apply concepts of basic algebra.

### **EDUCATION AND/OR EXPERIENCE:**

Associate degree in computer programming or related field, including software training or report writing; or High school diploma or GED and a minimum of four (4) years data processing experience which includes maintaining database files; or an equivalent combination of related training and experience.

### **REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid Florida Driver's License.

### **OTHER SKILLS and ABILITIES:**

Operate computer and produce documents.

Proficient in typing.

Possess strong organizational, time management and follow through skills; attention to detail and excellent customer service skills.

Ability to use computer applications including database software, Microsoft Excel and Microsoft Word; and ability to Comply with federal, state, and ALPI policies, procedures, and regulations.

Must have own means of transportation.



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**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand and walk.

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

<b>APPROVED BY: (Name/Title)</b>	Deloris Johnson, Chief Executive Officer
<b>DATE APPROVED:</b>	July 1, 2017
<b>DATE REVIEWED/REVISED:</b>	July 1, 2017

CONFIRMATION OF RECEIPT:

Signature \_\_\_\_\_

Date \_\_\_\_\_