

DESCRIPTOR	RESPONSE	DESCRIPTOR	RESPONSE
POSITION TITLE	IT/Data Manager	POSITION CODE	
CLASSIFICATION LEVEL		EEO – 6 CATEGORY	
PAY GRADE LEVEL	S 5	PROVISIONAL PERIOD	1 - Year
FLSA STATUS	Exempt	ASSIGNMENT CATEGORY	Full-Time
DIVISION/DEPARTMENT	Administration & Operations	LOCATION	Corporate Office

SUMMARY:

The position is responsible for the Administration of organization software data base systems, and the providing of technical support to organization programs. Duties will involve formulating management techniques for quality data collection to ensure adequacy, accuracy and legitimacy of program data. Devising and implementing efficient and secure procedures for data management and analysis; efficient ways to organize, store and analyze data with attention to security and confidentiality, and ensure data program requirements are met.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Include the following:

- Assigning administrative rights and access levels, resetting of passwords, purging accounts, creating trouble tickets for reported issues.
- Compile and verify records of clients using the SHAH, PROMIS, Teaching Strategies Gold, and other organization data systems.
- Processes client, family, and volunteer program data for Head Start/Early Head Start program, Community Services 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, SHAH, PROMIS, Teaching Strategies, etc.
- Create and enforce policies for effective data management.
- Formulate techniques for quality data collection to ensure adequacy, accuracy, and legitimacy of data.
- Establish rules and procedures for data sharing with Directors and Managers, external stakeholders, etc.
- Support others in the daily use of data systems and ensure adherence to legal and company standards.
- Assist with reports and data extraction when needed.
- Monitor and analyze information and data systems and evaluate their performance to discover ways of enhancing them.



JOB DESCRIPTION

- May create reports for management to respond to inquiries from funding sources, 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.
- Assist IT Consultant during Organization Events, and meetings, to include Board Meetings, Orientation, Annual Retreat, Annual Meeting, Luncheon, etc.
- Performs related duties as assigned.

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, skills, 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:

Bachelor's degree in computer programming or related field, including software training or report writing; or Associates Degree with a minimum of five (5) 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.



JOB DESCRIPTION

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 Office Suite; and ability to Comply with Federal, State, and ALPI policies, procedures, and regulations.

Must have own means of transportation.

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.

APPROVED BY: (Name/Title)	Arlene Dobison, Chief Executive Officer
DATE APPROVED:	March 29, 2019
DATE REVIEWED/REVISED:	March 29, 2019

CONFIRMATION OF RECEIPT:

Signature _____

Date _____