



<b>Job Title:</b>	Workforce Development Data Manager
<b>Schedule:</b>	Part Time
<b>Salary/Hourly:</b>	Hourly at \$20 per hour
<b>Dept:</b>	Health
<b>Reports to:</b>	Health Commissioner

**Summary:**

Part time grant funded position under the direction of the health commissioner. This position will assist with administrative tasks related to accreditation, planning, staff training and implementation of new procedures. The workforce development manager will assist in Emergency Preparedness activities and other duties as needed.

**Essential Duties and Responsibilities** include the following;

- Organizes data and information to submit into a reporting and monitoring system.
- Assists other health department staff with data management.
- Manages a staff training, exercise and development system.
- Assists with revising, updating or developing departmental plans, procedures or best practices.
- Assists with data entry, data upload and organization.
- Assists with volunteer and intern management.
- Supports health department staff as needed.

**Competency:**

- Strong organizational skills with the ability to manage multiple projects.
- Excellent written and oral communication skills.
- Ability to collaborate and assist other staff.
- Proficient with Microsoft Office applications such as Word, Excel and the ability to learn data management systems.

**Qualifications & Requirements:** Any combination of training, education, and experience equivalent to graduation or near completion of a Bachelors program related to public health, environmental health, data management nursing or similar field of study.

**Work Conditions:** Work can be indoors in an office with computers, phones, copier, fax machine, etc. or from home with prior approval. The position is projected to work an average of 28 hours per week.