

## **Job Description**

### **Data Manager**

#### **Overall Duties**

This position will work under the supervision of the Associate Director. This position manages the day to day data operations of agency services and kitchen operations.

#### **Specific Responsibilities**

- ▶ Manages the day to day operations of Data Systems, including CIRT (Client Information Registration and Tracking system), AIMS (Aging Information Managing System), monthly close-out reports for SRA and Seminole County, LYNX, as well as monthly programmatic reports of the agency services and the kitchen.
- ▶ Supervises and reviews the work of the Data Systems clerk.
- ▶ Works closely with the Associate Director and the Executive Director for programmatic and contractual compliance.
- ▶ Assist the Associate Director with some **HR** issues, such as payroll, E-verify, Level II Background screening process, benefits, etc.
- ▶ To overlook the Long-Term Care services provided by the agency, making sure that proper invoicing is submitted for reimbursement.
- ▶ Generates statistical information for grant applications.
- ▶ Aids staff on computer hardware, software, and network concerns, and makes recommendations on the purchase of computer equipment.
- ▶ Supports and maintains the different data base applications of the agency to produce accurate and useful reporting for different departments of the agency.
- ▶ Other duties as assigned.

#### **Requirements**

Excellent organizational skills, detail oriented.

Ability to communicate effectively with staff and professionals outside the agency.

Extensive development and support experience with MS Access database applications, SQL and Visual Basic, together with knowledge of systems and data analysis to ensure proper integration of user requirements into the database(s) and to effectively produce reports. Knowledge in QuickBooks, Excel and computer hardware and software troubleshooting. Knowledge in Word -Press.

Bachelor's Degree in Business or Computer Science with at least 3 -5 years' experience, including Project Management skills/experience, and at least 3 years of progressive IT responsibility is desirable. Additional experience in lieu of education will be considered.

Experience with Social Media is desirable.

Supervisory Experience.