ALLEGANY COUNTY HUMAN RESOURCES DEVELOPMENT COMMISSION, INC.

POSITION VACANCY ANNOUNCEMENT

POSTING DATE: 5/14/2018

DEADLINE FOR APPLICATIONS: 5/24/2018

POSITION: Data Management Specialist

INITIAL WORKSITE* 125 Virginia Avenue

* Subject to change based on program needs

PROGRAM: Admin

SALARY: Hourly: $11.00 Annually: 

GENERAL SCOPE:
Under the supervision of the Executive Director, and in concert with HRDC Policies and Procedures, trains HRDC staff on the agency’s data management system and detects errors within the client tracking system. Maintains a positive, professional demeanor at all times; fosters a supportive environment for customers, Agency visitors and other staff with the ultimate objective of presenting the Agency as a professional, effectively working organization; adheres to the Agency policy of confidentiality governing areas of personnel, budget formulation, and customer information.

QUALIFICATIONS:
1. Two year degree and at least 1 year of experience working with data management systems

Essential Responsibilities:
1. Accurately and efficiently manages HRDC’s data management system
2. Runs Data Entry Maintenance Report weekly and ensures that specific corrections are completed.
3. Adds new employees to the System and grants such staff appropriate access.
4. Works with program staff to address data discrepancies in the data management system.
5. Assists Department Directors with developing reporting tools through the data management system.
6. Supports program staff though training and technical assistant on data entry, running program reports, and data management.
7. Assist with the compilation of data for the agency’s Community Services Block reporting, community needs assessments, and strategic planning process.
8. Assist in grant writing by providing ideas based on data in reports and providing requested information.
9. Attends relevant training.
10. Participates in monthly administrative team meetings.

Knowledge, Skills & Abilities:
1. Proficient in using Microsoft Office (Word, Excel, Access)
2. Knowledge of and experience in developing and providing needed staff training.
3. Must demonstrate good organizational and time management skills.
4. Possess excellent skill in writing and routing business correspondence and in editing documents.
5. Possess excellent oral communication skills and telephone skills.
6. Must be able to complete forms and prepare reports.
7. Ability to interpret agency rules and guidelines.
8. Ability to work well under pressure and effectively deal with staff members and the public.
9. Must have access to transportation to travel independently to attend meetings and provide on-site staff training.

WORKING CONDITIONS:
1. This is a 32 hour per week position. Works from Admin Office. This is a non-exempt position, non-union position.
2. Must have the flexibility to work and attend evening meetings as program operations require.

NOTICE: All applicants must submit HRDC Form 100 and Form 105 plus a cover letter which indicates how their work or educational experience meets the qualifications of the position. HRDC applicants who are union employees and applying for another union position must also submit copies of their two most recent performance evaluations.

SUBMIT APPLICATIONS TO: HRDC Personnel Office
125 Virginia Ave.
Cumberland, MD 21502

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