



<b>Position Title:</b>	Program Leader	<b>Job Code:</b>	0711
<b>Reports To:</b>	Manager	<b>Job Group:</b>	PENC
<b>Department:</b>	REVEST	<b>Salary Grade:</b>	14
<b>Prepared By/Date:</b>	Hortensia De Los Santos/08-25-2009	<b>FLSA Status:</b>	Exempt
<b>Approved By/Date:</b>	Arnold Munoz/08-25-2009		
<b>Revised:</b>	Jennifer C. Brito/8-25-2009		

### **Summary:**

The Program Leader of the REVEST Program manages the collection and processing of REVEST Program student's data and statistics with the purpose of submitting reports to Managers, MDC and Department of Children and Families ORR. They also act as interface with the Wolfson Campus Network Services regarding Network and Computer issues.

### **Essential Duties and Responsibilities:**

- Develop and manage MS Access and SQL database for the students' data collection
- Prepare and submit reports to the Program Managers on this data
- Prepare and submit students' data to the Department of Children and Families using batch upload interface for the RSD system every end of term
- Prepare and submit students' data to the Program Director for billing purposes
- Maintain Program Computers' inventory and other MS Access database that help in the Program's correct functioning
- Supervise one full-time and two part-time data entry persons who input students' data into MS Access database
- Review data from students' files and correlate with data in database
- Use of Visual Basic and VBA for the design and maintenance of database and related programs pertaining to the REVEST Program at MDCC
- Review, evaluate, and implement policies and changes for the Program's databases
- Convert logical design into a physical database
- Create schemes and sub-schemes in consultation with application projects necessary to implement database design
- Develop transaction logging, back-up, and security features
- Analyze and change performance of database as necessary
- Administer, maintain, develop and implement policies and procedures for outreach centers, including systems and LAN to use
- Maintain, update, and troubleshoot software used by the program staff
- Train staff on the use of the database and other software utilized to provide information about the program's participants
- Resolve database performance issues, database capacity issues, replication, and other distributed data issues
- Performs other related duties as assigned

### **Knowledge, Skills and Abilities:**

- Proficiency in database development and management, programming software, MS Office, (MS Excel, MS PowerPoint, MS Word) and basic knowledge of Networks systems
- Proficient in Adobe professions, Front Page, HTML, Dreamweaver, Macromedia Flash, Fireworks and Adobe Photoshop

- Able to create and maintain web presence
- Knowledge of statistical procedures and analysis
- Fluent in English and Spanish, basic knowledge of French or Creole
- Experience in active internet search with use of Government sites and others
- Capable to multi-task and work under stressful situations
- Supervisory experience

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

**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 individuals with disabilities to perform the essential functions.

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

The employee must occasionally lift and/or move up to 10 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.

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- B.A or B.S. in related field and/or five (5) years of experience in related field.
- Five (5) years experience on database and data processing, knowledge of statistical procedures and basic networks functioning.

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name