



Position Title:	Data Manager	Job Code:	0789
Reports To:	Director, REVEST program	Job Group:	PENC
Department:	REVEST	Salary Grade:	14
Prepared By/Date:	Hortensia De Los Santos/08-25-2009	FLSA Status:	Exempt
Approved By/Date:	Arnold Munoz/08-25-2009		
Revised:	Jennifer C. Brito/8-25-2009		

Summary:

The Data Manager 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. Interfaces with the Wolfson Campus Network Services regarding Network and Computer issues.

Essential Duties and Responsibilities:

- Develops and manages MS Access and SQL database for the students' data collection
- Prepares and submits reports to the Program Managers on this data
- Prepares and submits students' data to the Department of Children and Families using batch upload interface for the RSD system every end of term
- Prepares and submits 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
- Supervises one full-time and two part-time data entry persons who input students' data into MS Access database
- Reviews 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
- Converts logical design into a physical database
- Creates schemes and sub-schemes in consultation with application projects necessary to implement database design
- Develops transaction logging, back-up, and security features
- Analyzes and change performance of database as necessary
- Administers, maintains, develops and implements policies and procedures for outreach centers, including systems and LAN to use
- Maintains, updates, and troubleshoots software used by the program staff
- Trains staff on the use of the database and other software utilized to provide information about the program's participants
- Resolves database performance issues, database capacity issues, replication, and other distributed data issues
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of computer network systems and installation of operating systems
- Knowledge of database development and management, programming software, MS Office, (MS Excel, MS PowerPoint, MS Word) and basic knowledge of Networks systems
- Knowledge of Adobe products, Front Page, HTML, Dreamweaver, Macromedia Flash,

- Fireworks and Adobe Photoshop
- Knowledge of different cable schematics and communication protocols.
- Knowledge of statistical procedures and analysis
- Skill in English and Spanish (written and verbal), basic knowledge of French or Creole
- Ability to create and maintain web presence
- Ability to multi-task and work under stressful situations
- Ability to work in a multi-cultural and multi-ethnic environment.

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
- Five (5) years experience on database and data processing, knowledge of statistical procedures and basic networks functioning.
- Experience in active internet search with use of Government sites and others
- Supervisory experience

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name