

DATA MANAGEMENT SPECIALIST

Code No. 4-20-033
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for providing computer support and assisting with the management of an agency's information technology system, specifically as it relates to databases. Work involves creation of reports for internal and external use, developing and monitoring a quality improvement process, training and supporting staff, and coordinating and managing electronic reporting systems. The employee reports directly to, and works under the general supervision of, a Data Base Administrator or other higher-level coordinator or supervisor. General supervision may be exercised over a subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Devises methods for gathering information, analyzing results and interpreting data;

Prepares training materials as needed;

Creates database and spreadsheet reports;

Trains new users on software and assists with the integration of software among programs;

Develops and oversees staff in creating data entry protocols, procedures for data collection and data entry;

Acts as technical and administrative resource to staff to clarify and resolve problems;

Provides direct computer support to assigned program staff, including end user troubleshooting and problem solving when technical or program issues arise, and contacts vendor when unable to resolve problem locally;

Manages all phases and tasks of a project;

Analyzes data, makes recommendations and prepares reports on projects in process;

Provides analysis for new system requirements and changes to existing applications which may affect elements of existing databases;

Participates in and leads user group meetings;

Monitors databases for usage, response, security, and restructuring requirements and performs capacity planning function;

Works with information technology staff to plan for hardware and software needs, resolve operational problems and assist with upgrades and related activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of the goals, objectives and priorities of data tracking programs; good knowledge of information technology hardware and software capabilities and applications; good knowledge of the current literature, sources of information, and technological developments in the field of database management; working knowledge of database development, spreadsheets, and statistical software; working knowledge of the operation of the employing agency; project management skills; analytical ability; organizational ability; ability to work independently and apply sound problem-solving skills; ability to establish and maintain effective working relationships; ability to train staff and support computer programs; ability to prepare training material; ability to troubleshoot computer problems; good judgment; ability to communicate orally and in writing; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus one (1) year paid full-time or its part-time equivalent professional* experience in database creation and maintenance, OR data retrieval and analysis, which included technical support; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus three (3) years paid full-time or its part-time equivalent professional* experience as defined in (A) above; OR,
- (C) Five (5) years paid full-time or its part-time equivalent professional* experience as defined in (A); OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A) and (B), and (C) above.

*Professional experience does not include clerical, secretarial or receptionist type duties.

SPECIAL REQUIREMENT: Possession of a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

ADOPTED: June 9, 2005

REVISED: March 4, 2010

ADDITIONAL INFORMATION: Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.