

**JOB TITLE: Data Program Manager**

**PAY GRADE: 14**

**FLSA STATUS: Exempt**

**DEPARTMENT: Head Start/Early Head Start**

**SUPERVISES: Data Specialist and Information Specialist**

**REPORTS TO: Senior Program Manager of Comprehensive Services**

**GENERAL DESCRIPTION:**

The Data Program Manager the area of Quality Assurance in providing support to all Head Start/Early Head Start program operations. The Data Coordinator maintains the Child Plus database, assists with the development and tracking of quality outcomes, and assists with program compliance.

**ESSENTIAL JOB FUNCTIONS:**

Development or revision of policies and procedures for the record-keeping and processing of in-kind. Collects, compiles, monitors, and manages all in-kind transactions for the program. Serves as liaison between department and 4C Accounting department regarding all in-kind activity. Develops policies and procedures relevant to the computer program information system and communicates to applicable staff. Participates in developing and implementing program plans and goals. Aggregates and disaggregates data for analysis by management and governing bodies. Collects and prepares data from internal and external sources. Prepares reports for the management team, Policy Council, and service areas. Provides training and technical assistance to county and central office staff on ChildPlus inputting process and general computer concerns. Trains new employees in proper data entry workflows. Serves as liaison between the department and staff. Ensures data remains consistent across the database and company systems. Prepares data dashboards for ongoing monitoring. Assists in the development of workflows for each component to streamline consistent data entry. Collects, tabulate and enter information into the ChildPlus data system regarding the program in-kind. Communicates with ChildPlus National Operations to ascertain specific program options and/or troubleshooting issues. Prepares data for monthly, quarterly, and annual grant reporting. Submits the annual Program Information Report (PIR). Audit database regularly to ensure data integrity and completeness. Reports weaknesses in data management and proposes corrective action. Works with auditors and grant reviewers to correct deficiencies in data management. Attends and participates in relevant training, conferences, and meetings. Maintains current knowledge and skills necessary to comply with Head Start/Early Head Start, CCDF, and State regulations and requirements. Prepares for and participates in the annual Self-Assessment. Takes the lead on the Community Assessment through the collection of data. Works alongside the Quality Assurance Coordinator in planning for training, in-service, and pre-service. Participates in the Agency's Quality Improvement Program.

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Advanced computer literacy including database management, spreadsheet, and word processing.

Knowledge of Head Start Performance Standards, philosophy, and mission desirable.

Experience complying with industry regulations, policies, and procedures required.

Requires a minimum typing speed of 40 wpm.

Requires excellent verbal and written communication skills, business, and telephone etiquette.

Must have the ability to work at times with minimal supervision.

Must have excellent organizational skills, attention to detail, and record-keeping skills.

Must have the ability to respond courteously and tactfully to complaints and client requests, and to maintain confidentiality.

Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.

Ability to operate a personal computer. Knowledge of a variety of computer software applications in word processing, spreadsheet, presentation, and database software (including MS Word, Excel, and PowerPoint). Demonstrates intermediate to advanced proficiency in word processing, spreadsheet, database, or presentation software. Ability to navigate the Internet. Ability to gain knowledge of Child Plus software.

Ability to maintain attention to detail.

Ability to meet deadlines and reporting requirements.

Ability to maintain client confidentiality guidelines.

Ability to gain knowledge of the Head Start Performance Standards

Ability to demonstrate good organizational skills and ability to manage time effectively and efficiently.

Ability to work and communicate with people from various multi-cultural backgrounds and socio-economic levels.

Sensitivity to the needs, abilities, beliefs, and attitudes of individuals within and outside the Agency, including but not limited to customers and co-workers.

**EDUCATION AND EXPERIENCE:**

Graduation from an accredited four-year college or university with a Bachelor's degree in Business Administration, Business Management, Management Information Systems (MIS) or Computer Science.

Four (4) years of data management experience with advanced knowledge of database reporting.

Minimum of four (4) years of supervisory experience required.

Must be highly proficient in Microsoft Access and Excel.

SALARY: \$65,000 Annually

Equal Opportunity Employer - Veteran/Disability