



DATA SYSTEM MANAGER

Community Action Agency-Community Social Service

Grade/Step

Pay Grade: \$18.75 per/hour

JOB SUMMARY

The Data System Manager reports directly to the CAA Executive Director. The Data System Manager is responsible for the development, management and operation of the CAP60 client tracking software database. The Data System Manager manages system permissions, issues usernames and passwords, ensures all staff have correct access to programs, and instructs CSS program staff in the operation of the CAP60 client tracking software. The Data System Manager ensures and manages the systems smooth transition for each contract year according to programs updates.

The Data System Manager promotes and facilitates communication within the department, agency and the community he/she serves and is responsible for monitoring, reviewing and insures that all program guidelines are in compliance with established local, state, federal laws and contract regulations and are being adhered to by all levels of department personnel. The Data System Manager shall periodically conduct audits of every program unit, components, and report the audits and findings to the Executive Director.

The Data System Manager assists with the planning, development, coordination, and management of CSS programs and their budgets and reports. In addition, the Data System Manger provides leadership, development and evaluation of all CSS program staff and coordinates management through the establishment of program goals and objectives within the department, as well as the clarification and evaluation of these goals.

MAJOR DUTIES

- Manages CSS Program staff in the operation of the CAP60 client tracking software.
- Responsible for the operation and maintenance of the CAP60 client tacking software database.
- Manages system permissions, issues usernames and passwords.
- Insures and manages the systems smooth transition for each contact year according to programs updates.
- Keeps informed of current rules, laws, and regulations pertaining to department/program.
- Insures the department policies and procedures are communicated to and adhered to by the department personnel.
- Insure that departmental goals and objectives are established timely and are in compliance with goals and objectives of the program grants and the agency.
- Supervises and directs the planning, development, implementation and evaluation of the effectiveness of the programs' services and personnel at a minimum of a quarterly basis.
- Provides leadership on the development and integration of departmental strategic plans, goals, and objective consistent with county policies and procedures and federal and state laws.
- Assists in preparing program budgets and effectively manages and monitors said budgets.
- Develops, plans, and maintains policies, practices and procedures for the timely and most effective procurement of equipment, supplies and materials.

- Maintains current and accurate records for the department in reference to budget documents, client files, expenditures, inventory, procurements, personnel files, etc.
- Reviews for presentation to the Executive Director, general requests for payment, purchase requisitions, travel requests, etc. for the department.
- Conducts department meetings as needed.
- Reviews, monitors and recommends departmental expenditures to the Executive Director.
- Prepares analysis on program process to refine and improve the efficiency of the delivery of services.
- Oversees and conducts evaluations of program personnel. Sets realistic goals for the employees within the program and formally evaluates said employees on their performance based upon those goals.
- Addresses and documents employee and client grievances through established procedures.
- Prepares all state, federal and local program reports as necessary in an accurate and timely manner to insure program compliance.
- Responsible and accountable for overall performance of programs/services.
- Assist Executive Director in seeking out alternate sources of funding, new and innovative programs and community resources to enhance agencies grant sources.
- Performs any and all duties as assigned by the Executive Director.
- Will be responsible for reporting any wrong doing, tampering with government records, suspected fraud or any grant program violations to Advisory Board President.

KNOWLEDGE REQUIRED BY THE POSITION

- Ability to communicate in English and Spanish.
- Must be proficient in the use of computer and Microsoft Software.
- Must have experience in the use of office equipment.
- Must have knowledge of community resources, case management principles, program policies and procedures
- Must be highly proficient in the use of computers and related programs such as MS Word, Excel, PowerPoint, CAP60 Client Tracking software and Windows operating systems.
- Good writing and oral communication skills, and some experience in public speaking and good interpersonal skills.

SUPERVISORY CONTROLS

The Data System Manager assigns work in terms of department goals and objectives; review work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include county and program policies and procedures and grant requirements. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related administrative duties. Frequent interruptions contribute to the complexity of the position.

CONTACTS

- Contacts are typically with co-workers, other county employees, state agency representatives and general public.
- Contacts are typically to give or exchange information, resolve problem and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- Must be able to sit or stand for prolonged periods of time
- Must be able to lift 25 lbs.
- Must be able to work outdoors as needed

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

- This position has direct supervision over caseworkers and pre-screener.
- Works under the direct supervision of the Executive Director.

MINIMUM QUALIFICATIONS

- Must have a High School Diploma or GED from an accredited institution.
- At least four years of administrative office work experience and/or related governmental funded program administration experience.
- Must have 60 college hours from an accredited college or university.
- Must have two (2) years of work experience in the required field (CSBG, CEAP or related government funded assistance programs).

OTHER REQUIREMENT/INFORMATION

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position *is covered* under Civil Service; however, all other Webb County policies apply.

ACKNOWLEDGEMENT

The undersigned have read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

Employee's Signature	Print Name	Date
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Supervisor's Signature	Print Name	Date
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