



## Tri-County Community *Action* Partnership Position Description

<b>Title:</b> Data Specialist	<b>Employment Status:</b> Full-time
<b>Department:</b> Agency	<b>FLSA Status:</b> Non-Exempt
<b>Salary Class:</b> Grade 7 Union	<b>Location:</b> Little Falls
<b>Position Reports to:</b> ERSEA Manager	

### **Mission Statement**

“TCC engages the entire community to listen to and partner with low income individuals and families to expand their opportunities to move out of economic poverty and towards prosperity.”

### **Summary:**

To provide accurate and timely data entry services in order to develop and maintain integrity of the client database(s). Perform various tracking and record keeping functions, assist in the production of computer-generated reports. Assemble and distribute informational packets and develop and maintain a Professional Development Plan in conjunction with supervisor.

**Primary Duties-** *All TCCAP staff are required to actively recruit families for agency programs.*

- 1. Input data into the Agency and Head Start computer programs for the purpose of maintaining an accurate and up-to-date client database.**
  - Input data into the Head Start client data systems.
  - Input client data in the Agency data system.
  - Run client reports as requested.
  - Work with confidential data/documents and maintain agency confidentiality processes.
  - Perform various tracking and record keeping functions.
- 2. Prepare and analyze reports for self-assessment and agency grants.**
- 3. Assemble child and family files (site and electronic). Audit files twice a year. Ensure that the required information is being input and saved in the computer program.**
- 4. Assemble acceptance packets, over-income packets, wait list packets, parent registration information and files to go to classroom staff.**

**5. Perform miscellaneous task/duties as requested.**

- Assist in preparing letters, mailing labels and reports. Edit existing information and proofread work to ensure accuracy.
- Ability to be polite, empathetic and professional when dealing with the public, greeting clients.

**Qualifications**

- Two-year Associate Degree in Information Technology or Business Management and 1 – 3 years of appropriate experience or an equivalent combination of education and experience.
- Two years' experience in data base coordination and administration, data entry, Microsoft Office preferred experience.

**PHYSICAL REQUIREMENTS**

- This position includes light to medium physical work, with occasional lifting/carrying of objects weighting up to 20 pounds.
- Hear, speak, and effectively communicate, verbally & inwriting, in the English language, including following oral and written instructions.
- Sit for extended periods of time and perform work in a traditional office setting.
- Apply manual dexterity, visual acuity and ability for computer keyboarding, office equipment uses, reviewing detailed reports, information, and fine print.
- Able to work a flexible schedule, nights and weekends on occasion including attending events/meetings as needed.

*This job description does not necessarily list all the functions or accountabilities of the job. Employees may be asked by management to perform additional duties and tasks. Management reserves the right to revise and update job descriptions at any time.*

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Employee Signature

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Revision Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date