

## **DATA MANAGER (SCHOOLS)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is work that involves independently creating a variety of state-mandated, district and departmental reports, principal level clerical processing and training of faculty and secretarial/clerical staff throughout the district on data input into a networked database. The work is performed under the general direction of an associate superintendent-level position. Provides work direction to clerical staff in the department. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Queries the database to create reports required by teachers, administrators, the superintendent and the State Education Department for funding;  
Coordinates reporting among individual schools and the district;  
Prepares preliminary budgets by evaluating expenditures from the prior year, requests for the coming year and proposed expenditures;  
Reviews manual records to determine if they can be computerized or, if not, for more efficient ways to handle them;  
Maintains a database of confidential information regarding students in special education;  
Runs reports to uncover discrepancies in data input;  
Creates network folders for individual schools so that staff may add to a file, save the changes and print a hard copy;  
Trains teachers, clerical staff and chairpersons on how to access data, complete forms and transmit them electronically to the central office;  
Standardizes the format of forms (e.g. the same data will appear in the same field on a variety of forms used throughout the district);  
Works with utility programs to set security;  
Ensures that all computers used by staff in the department are upgraded with the same software to maintain efficiency and continuity;  
Provides input on database programs to be used;  
Coordinates the Medicaid process (e.g. collects data from staff, enters information into software program and maintains records);  
Supervises a System to Track and Account for Children (STAC) by electronically sending data to the State Education Department;  
Provides work direction to clerical staff within the department.

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

Good knowledge of business practices, terminology, procedures and equipment; good knowledge of database and office software; good knowledge of personal computers; ability to plan and coordinate work projects; ability to query the database to create a variety of management-level reports; ability to work independently within the scope of general direction; ability to formulate, transmit, understand and carry out oral and written instructions; ability to present ideas clearly, concisely and logically, both orally and in writing; ability to train staff on the use of software; ability to establish successful relations and communications with others.

(over)

**MINIMUM QUALIFICATIONS:**

1. A Bachelor's degree or higher in Computer Science, Management Information Systems or a related field and one (1) year of paid work experience training users on software, creating databases, and creating computerized reports by coordinating, managing, analyzing and manipulating data to generate a variety of reports; or
2. A Bachelor's degree or higher in Business or a related field and three (3) years of paid work experience training users on software, creating databases, and creating computerized reports by coordinating, managing, analyzing and manipulating data to generate a variety of reports.