

exponents

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Job Description **Manager of Data Systems**

(Non Exempt)

Responsibilities:

- Devise and implement efficient and secure procedures for data handling and analysis with attention to all technical aspects
- Formulate techniques for quality data collection to ensure adequacy, accuracy and legitimacy of data
- Establish rules and procedures for data sharing with upper management, external stakeholders, etc.
- Support others in the daily use of data systems and ensure adherence to legal and company standards
- Assist with reports and data extraction when needed
- Supervises AIRS/SPARS/e-SHARE/QIM/eRA-Commons and other reporting databases and portals as well as data entry personnel time and activities;
- Strategizing with program staff to ensure a methodology for collection of and reporting of all performance indicators
- Attend user group and trainings to stay current with data reporting policies and systems modifications;
- Manages all contracting portals with regard to credentials, upgrades; quality assurance
- Create and document data policies and systems with Sr. Director of Programs & Development and evaluator;
- Ensures that all data for reporting systems are compiled and entered on a timely basis;
- Conducts quality assurance and reconciliation of data entry with representative program staff;
- Liaison with funders regarding reporting systems;
- Supports IT Coordinator in special assignments as needed;
- Attend manager meetings to discuss departmental needs including equipment and training;
- Completes special projects as assigned by the Executive Staff.

Reports to: Executive Vice-President/COO

Qualifications: Minimum 2 years' experience in systems and data entry. Solid understand of the Mac O/S and key software, Microsoft Office. Knowledge of Electronic Health Systems a plus

Salary: \$50k – 55k

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Members of the LGBTNBQI community and persons who use drugs/recovering individuals are strongly encouraged to apply.