Job Title: Data Management Assistant  

Job Code: 80523

JOB SUMMARY

The Data Management Assistant manages multiple databases to meet the information needs of the division and unit.

MAJOR DUTIES

Consults with manages and staff to determine data needs;  
Designs data collections instruments (forms, computer screens, and reports formats) to collect data;  
Generates regular and ad hoc reports using databases;  
Provides training and technical assistance to users;  
Enters data through computer terminal;  
Performs back-up of all data files as required;  
Establishes and/or maintains filing and record-keeping systems;  
Maintains reference manuals/materials;  
Completes tasks and assignments associated with administrative support functions, i.e., distributing mail, maintaining calendars, scheduling appointments, ordering supplies;  
Serves as communications link between assigned organizational unit and internal and external customers;  
Completes complex processing of transactions for assigned organizational unit;  
Conducts research using a variety of resources to complete, prepare, assemble, process and/or generate reports and other documentation or to respond to inquiries or requests;  
Maintains the property inventory system for the division.

COMPETENCIES

Written and oral communication skills  
Skill in the operation of computers and job related software programs  
Skill in interpersonal relations and in dealing with the public  
Ability to prepare reports tailored to the agencies’ needs  
Ability to acquire needed data  
Ability to gather and analyze data through on-site reviews  
Ability to combine information from separate databases  
Knowledge of department’s operating procedures

MINIMUM QUALIFICATIONS
Associate's degree in a related area

OR

High school diploma or equivalent *and* Three (3) years of work related experience

**PREFERRED QUALIFICATIONS**

Preferred qualifications may vary from location to location.