



JOB DESCRIPTION

Job Title: **Data Support Specialist**
Reports to: Director of Procurement and Accountability
Supervises: NA
FLSA Status: () exempt (X) nonexempt (X) full-time () part-time () other
Hourly Range: \$15.38 – \$20.79

Position Summary:

Performs advanced professional duties in the development, installation, integration, administration, maintenance, and support of assigned databases and its environments; manages and optimizes database performance, reliability and security. Exposed to sensitive information that requires considerable use of tact, diplomacy, discretion and judgment. Must maintain all coalition employees' and client information/data confidential.

Essential Job Functions:

I. Database Management

- Assists in the identification of metrics in support of Coalition plan.
- Designs data collection tools for efficient data collection.
- Provides technology solution to minimize paper usage and increase efficiency.
- Interfaces with other departments to ensure that master data integrity is maintained.
- Works on assignments that are moderately complex in nature where judgment is required in resolving problems and making routine recommendations.
- Researches and resolves errors affecting the integrity of the database program in response to information or requests from management.
- Works closely with IT and other departments as necessary to resolve issues in a timely manner.
- Develops database system to meet the requirements of the ELCOC for reporting.
- Collects, monitors, organizes and reports data as required by Senior Staff.
- Maintains historical data from year to year.

II. Administrative Support

- Maintains the Coalition's Report Matrix from each Contractor and serves as the primary contact for information from each external customer.
- Facilitates the generation of special reports when required.
- Serves as the offsite IT support during special meetings and events.
- Corresponds with providers and assists in the appeal process as necessary.
- Takes, transcribes and distributes minutes when requested.
- Verifies and reconciles vendor purchase orders with packing slips and coordinates with Procurement Specialist in order to initiate request for payment.
- Assists with monitoring of selected contractors.

III. Board Support

- Prepares Power Point presentations for board meetings and committee meetings.
- Provides data support for Board and Committee meetings including serving as backup for taking notes and setting up for the meetings.

(This job description may not be all-inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by management.)

Qualifications:

- Ability to work with several groups of users simultaneously.
- Knowledge of business English language including the meaning and spelling of words, rules of composition and grammar in order to prepare and read documents and correspondence.
- Ability to plan, organize, coordinate multiple projects, set priorities, meet deadlines and follow-up on delegated assignments with little or no supervision.
- Knowledge of administrative and clerical procedures, equipment and systems such as copier, fax, word processing, managing files and records, designing forms, and other office procedures.
- Proficiency in the operation and use of a personal computers and computer software applications (Microsoft Office Suite). Ability to navigate the Internet.
- Ability to effectively communicate sensitive information and exercise sound judgment within scope of authority.
- Knowledge of customer service techniques.
- Ability to work collaboratively and foster teamwork amongst cross-functional teams.
- Ability to work and communicate with people from various multi-cultural backgrounds and socio-economic levels.
- Ability to establish and maintain effective working relationship with a variety of constituents.
- Ability to identify and solve problems and deal with a variety of variables.
- Strong attention to detail and accuracy.
- Must possess a valid Florida Driver's License with ability to travel and make providers/vendors/suppliers/board meetings to and from work, and to travel to off-site locations.
- Ability to work flexible/hours schedule i.e. occasional Saturdays, early mornings or evening hours.
- Professional appearance and presentation.

Education and Experience:

- Associates Degree in Computer Science or in a related technical discipline, with three (3) years directly related experience required.
- The equivalent combination of education, technical certification or training, or work experience may be considered.
- Expert level Excel, Access and data base administration skills required.

(A comparable amount of training, education or experience may be substituted for the above minimum qualifications.)

Send resume to: Mmercado@elcoc.org By fax to:407-749-0287
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