JOB DESCRIPTION

Job Title: Data Manager
Reports To: Chief Learning Officer
Status: Full-Time, Exempt
Salary: DOE + Benefits

Fresno Building Healthy Communities does not discriminate on the basis of race, color, religion, origin, gender, national origin, age, marital status, military service, disability or sexual orientation. Reasonable accommodations provided upon request. All applicants tentatively selected for this position will be required to pass a background screening and submit to any required tests to screen for illegal drug and alcohol use prior to employment.

ORGANIZATION BACKGROUND

Fresno Building Healthy Communities (Fresno BHC) works with community leaders, non-profit and faith-based organizations, and policymakers to foster and encourage thriving communities where all children and families can live healthy, safe and productive lives.

Fresno BHC's work is grounded in the underlying belief that social, environmental, political, and economic factors together have an impact on the health and wellbeing of individuals and community as a whole. Fresno BHC works to continually engage a diverse constituency across the Central Valley around issues related to education, health, land-use, youth leadership, civic engagement, and community development, with special focus on residents living in central, southeast, and southwest Fresno.

Representing more than 97,000 south Fresno residents, Fresno BHC is leading a movement to change policies and systems in order to create *one healthy Fresno* for everyone.

POSITION DESCRIPTION

Under the general supervision of the Chief Learning Officer, the Data Manager manages and maintains a comprehensive Fresno BHC information resource, ensuring consistency and integrity of data; oversees collection and reporting of complex, related information, interprets data, including statistical values, and provides advice and consultation regarding implications; may make recommendations for adjustments, conducts needs assessments, designs and creates databases, survey tools, and participates in testing and implementation of new tools and/or enhancements and modifications to existing systems, and provides assistance and training to system users.

This role does not have supervisory responsibilities but is major contributor to the data department which manages data governance, data standards, information privacy, business intelligence, and reporting.

RESPONSIBILITIES

1. Develop and implement databases, data collection systems, data analytics and other strategies that optimize statistical efficiency and quality.
2. Day-to-day management of information technology including databases, integration services, and business intelligence tools.
3. Responsible for creating, documenting, and managing data integration between database systems.
4. Collaborate with other data management team members and partners in the planning and implementation of data quality assurance plans and resources.
5. Ensure quality results by adhering to established standards and procedures.
6. Interpret data, analyzing results using statistical techniques and provide ongoing reports.
7. Filtering and "cleaning" data by reviewing computer reports, printouts, and performance indicators.
8. Maintain proficiency with respect to statistical programming and methodology and in applying new and varied methods
9. Effectively utilize current technologies and available tools for conducting analyses.
10. Develop formats, dashboard, and present reports and graphic presentations.

11. Consult with executive and senior staff to understand requirements and opportunities to support data informed decision making.
12. Perform other ad hoc data management activities and reports.
13. Provide leadership on all aspects of data management.
14. Attend internal and external meetings as approved and assigned.
15. Proactively evaluate potential problem areas and initiate action to limit negative outcomes.
16. Review procedures and recommend efficiencies to the Chief Learning Officer as appropriate.
17. Train and provide technical assistance to staff and project partners on data collection and established processes.
18. Other duties as assigned.

REQUIREMENTS

To perform successfully, the Data Manager must be comfortable working independently, be detail oriented, highly efficient, and able to manage several tasks at once. They must be able to meet the responsibilities of the position, deadlines on a regular basis and meet high-quality standards on all activities and materials.

They must be a graduate from an accredited college or university with a bachelor's degree in a major field of study which provides substantial knowledge useful in administering large relational databases and have at least three years' experience in computer programming / database management with demonstrated ability to work in a fast-paced environment with multiple competing demands and interest in public health, epidemiology, or statistics.

Must possess a valid California Driver's License and verifiable automobile insurance and have the use of a reasonably reliable automobile for use on the job, ability to pass background checks and LiveScan fingerprinting, and must be able to occasionally lift up to 50 pounds.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

1. Deep interest in and commitment to the vision, mission, and work of Fresno BHC.
2. Must be flexible and adaptable; creative thinker and problem solver who is also open to the insight of others, professional demeanor, ability to respond calmly and positively to rapidly changing situations.
3. Passionate about quantitative analysis to drive decision making.
4. Strong writing and strategic, analytical, and logical thinking skills.
5. Excellent organization and attention to detail, proven competence with collection and management of documentation and paperwork.
6. Ability to understand and carry out oral and written instructions.
7. Strong listening, interpersonal, networking, and customer service skills; ability to communicate effectively, clearly, and concisely both orally and in writing.
8. Experience producing reports, profiles, correspondence, graphs, and spreadsheets to track, generate, and present data. Thorough skills in analysis and consultation.
9. Strong communication skills; comfortable representing the organization in meetings and larger venues.
10. Ability to work independently, solve problems in maintenance of databases and tracking systems, and be flexible.
11. Advanced computer skills to include Microsoft Office and knowledge and practice with various electronic data capture systems including Qualtrics, REDCap, MS Excel, and MS Access.
12. Must be able to operate modern office equipment including computer hardware, software, copy machines, scanners, multi-line phone systems.
13. Demonstrated experience preparing data tables with experience in managing large datasets.
14. Must be able to maintain accurate records, compile reports of descriptive statistical data.
15. Display a high degree of initiative, maturity, integrity, loyalty, accountability, creativity, and good judgment; with the ability to maintain strict confidentiality.
16. Demonstrated ability to develop and maintain effective working relationships with co-workers, partners, and people form diverse backgrounds and communities.
17. Willingness and desire to participate in unexpected projects and support team in attainment of organization-wide goals and objectives.

18. Ability to speak, read, and write a second language is highly preferred.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to use hands and fingers. The employee frequently is required to stand, walk, sit, reach with hands and arms, kneel, talk, and hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The position typically works indoors in an air-conditioned office, with a mixture of natural, incandescent, and florescent light. Typical noise levels are muted by acoustic ceilings, carpets, and sound-deadening wall panels. Occasionally, the position is called upon to work outside of the office at a public meeting or event. Some of these occur indoors, while others occur outside with exposure to weather and temperature extremes and moderate noise levels. This position requires travel and the ability to interact with others in both small and large group settings. At times, this position may include periods of extended physical activity, such as walking/standing at community events and/or moving and setting up equipment. The employee is frequently required to meet multiple demands from several people.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and requirements, which may change from time to time based on business needs. When appropriate, reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of the job, so long as those accommodations do not create an undue hardship for the company. However, regular attendance and promptness are considered part of each employee's essential job functions.