



## Data Specialist Job Announcement

**Open Date: July 18, 2018**

**Closing Date: When Filled**

**Grade 12 Salary: \$22.20 per hour / 40 hours per week / 52 weeks per year**

**FLSA Classification: Non- Exempt - Benefits Eligible**

**Overview Summary:** Reporting to the Executive Director, the Data Specialist is a key asset in the future growth of the agency and responsible for ensuring that data is effectively used to drive decision-making throughout the organization. He or she serves on the organization's Senior Leadership Team and is accountable for both ensuring that the data being used in the agency is both accurate and timely, and that the data is effectively utilized and integrated by the management team to drive program quality.

The Data Specialist oversees the management and implementation of the Agency's data system (s) application for tracking, reporting, and analyzing information about children, families, and clients. He or she is responsible for training staff on the use of data, providing technical support and troubleshooting for users, insuring the accuracy of data, and reporting and analyzing information. Other duties may include assisting with research, database design and testing, and project management.

**Education and/or Experience:** Bachelor's Degree in statistics, mathematics, computer science, or a related field preferred.

Candidates must have working knowledge of MS office, internet, databases, and various software applications. Must have strong analytical and problem-solving skills and knowledge about various data management concepts and database structures. Candidates should have good information gathering and management skills. The candidates must be aware about the current market trends and the ability to prepare reports for the top-management.

The complete job description is located on the CAPC webpage under the employment tab.

Applications are available at the CAPC office on Palafox or Applicants can complete and submit a CAPC application at [www.capc-pensacola.org](http://www.capc-pensacola.org)

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